**Sample AGM Minutes**

It’s a good idea to have the same individual that takes minutes for the board’s meetings also take minutes for the annual general meeting. AGMs follow a specific procedure and provide a forum for the board and management to report back to members. The minutes should mention this reporting and any decisions resolved by the members. AGMs often allow people in attendance to ask questions, but boards can decide whether or not to include these questions in the official minutes.

Meeting Chair: Aasa Marshall

Recording Secretary: Kyle White

1. The Chair called the meeting to order at 7:00pm.
2. Quorum was established with 24 members in attendance.
3. Outline of the Rules of Order: The Chair provided members with instructions for the procedures to be followed for the meeting.
4. Approval of the agenda

Dan Matthews moved that the agenda be accepted as presented. Seconded by Heather Hallgrimson. Carried.

1. Minutes of the 2019 Annual General Meeting

Audra Krueger moved that the minutes of the 2019 Annual General Meeting be accepted as presented. Seconded by Dan Matthews. Carried.

6. Reports

1. Aasa Marshall delivered the President’s report
2. Trista Pewapisconias delivered the Manager’s report

Heather Hallgrimson moved that all reports be accepted as presented. Seconded by Audra Krueger. Carried.

1. Matthew Danson delivered the auditor’s report on the financial statements

Trista Pewapisconias moved that the auditor’s report be accepted as presented. Seconded by Dan Matthews. Carried.

7. Appointment of Auditor

Marshall Matthews moved that Matthew Danson be appointed as the auditor for the 2020 financial year. Seconded by Trista Pewapisconias. Carried.

8. Director Elections

Heather Marshall, chair of the Nominations committee, presented the two candidates that have been nominated to the board:

* Heather Hallgrimson
* Kyle White

Because there are three board seats available, the nominees are elected by acclamation.

Dan Matthews moved that Heather Hallgrimson and Kyle White be appointed to the board for 3-year terms. Seconded by Trista Pewapisconias. Carried.

9. Special Business

Dan Matthews, Chair of the Resolutions committee, provided an explanation on why the resolution was being considered and read the text of the resolution.

“Be it resolved that Bylaw 8.01 be amended to state that ‘Quorum at all members’ meetings be the lesser of 20 members or 20% of the membership.’”

Dan Matthews moved that the special resolution be accepted as presented. Seconded by Heather Hallgrimson. Carried.

10. Aasa Marshall adjourned the meeting at 8:15pm.