

**Present:** Jen, Darren, Jody, Rich, Brenda, Silvana (On Zoom), Jacob (8:30pm), Susan (8:30pm)

**Regrets:** Melissa, Ashley

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## **AGM Agenda**

### **1. Welcome**

Jen Hoffman-Bailey, *Chair*

- a. Who we are
  - i. This is HCA's 12th year anniversary and we have completed our third year in the Huron Community Centre
- b. Mission and Vision
  - i. HCA came together in 2014 to build a sense of community within our neighbourhood by offering programming and events for youth and adults
  - ii. Our mission: To provide opportunities that are inclusive, caring and meet the developing needs of our community
  - iii. Our vision: a neighbourhood where we work together to foster a safe, vibrant and active community
- c. Review of boundaries
  - i. The new boundary map was referred to on the slideshow.
- d. Thank you
  - i. Jen offered her gratitude to the Board for their dedication to our mission and vision and for showing up for the Huron Community. She expressed that she is proud of the work we have done and her intention to protect our group to maintain our longevity so that we may continue this important work.

### **2. Housekeeping**

Jen Hoffman-Bailey

- a. Voting Procedures
  - i. As per the new Bylaws that were approved, only Board members (directors and members) are able to vote at the AGM.
- b. Approval of DRAFT Agenda for Tuesday, November 18, 2025
  - i. **Motion:** To approve the AGM Agenda
    1. **Moved by:** Jen      **Seconded:** Rich      **CARRIED**
- c. Approval of DRAFT [Minutes of 2023-2024 AGM - Thursday, November 14, 2024](#)
  - i. **Motion:** To approve the November 14, 2024 AGM Minutes
    1. **Moved by:** Jody      **Seconded:** Brenda      **CARRIED**

### **3. HCA Business**

- a. Finance Report
  - i. Approval of [Financial Summary for fiscal year 2024-2025](#)
    1. **Motion:** To approve the financial summary for FY 2024-2025
      - a. **Moved by:** Jen      **Seconded:** Silvana      **CARRIED**

Darren Bailey, *Treasurer*

- ii. HST
  - 1. A question was raised about HST
  - 2. We started charging HST on adult programming July 2025
  - 3. Next year, Darren will be completing the paperwork for HST.
  - 4. How it works:
    - a. Adult programming is charged the fee plus HST on ActiveNet
    - b. The City of Kitchener/ActiveNet collects the fees plus HST
    - c. The City of Kitchener/ActiveNet pays the HST to the government
    - d. At the end of the year, Darren will complete HST paperwork
    - e. The HCA should get the HST credited back to us
- iii. Funds in chequing account
  - 1. We currently have \$180,000.00 set aside in an account that makes interest
  - 2. We have \$169,000.00 in a chequing account
  - 3. We want to ensure we have enough funds for one year's expenses available in the chequing account
  - 4. Darren estimates we would need \$170,000.00-\$180,000.00 for one year's expenses
- iv. Intuit QuickBooks software
  - 1. Darren intends to obtain the Intuit QuickBooks software in the upcoming year. This has already been approved by the Board
- v. Budget
  - 1. Time will be set aside in the upcoming year to create a budget
- vi. Organizing Expenses
  - 1. Discussion was held about further specifying/organizing lines on the balance sheet
  - 2. It was noted that other NA's hire accountants or organizational managers to manage the expenses and do the work the Darren does.
  - 3. Darren stated that from an accounting perspective, further specification is not necessary
  - 4. It was concluded that the lines on the balance sheet are satisfactory
  - 5. We could create an expense request form for people to complete when requesting funds from Darren, however, this would create more work for him and everyone

- b. Retiring Board Members Jen Hoffman-Bailey
  - i. Erick Garces retired from the HCA Board in September, 2025 and was acknowledged and thanked during that meeting.

- c. Board Member Nomination - Role Change
  - i. With Erick leaving, Silvana has agreed to step into the role of Communication Coordinator, with the understanding that we will start to look for an Assistant to make a team.
    - 1. **Motion:** To approve the Silvana Morales to move from her role as Communication Assistant to Communication Coordinator

a. **Moved by:** Brenda      **Seconded:** Rich      **CARRIED**

- d. Brenda's Title Clarification
  - i. Laura Brenda reached out to Jen about clarifying her role
  - ii. She feels Community Projects Coordinator more accurately aligns with her work
    - 1. **Motion:** To approve Brenda's title change to Community Projects Coordinator
      - a. **Moved by:** Darren      **Seconded:** Jody      **CARRIED**

#### 4. Life in the HCA

- a. Program Report Melissa Haynes, HCA Programmer
  - i. *Melissa was unable to attend the AGM*
  - ii. We reviewed the outdoor and indoor programs offered by the HCA
  - iii. This year, we offered 528 programs and 212 piano programs that were enjoyed by over 4100 program participants.

b. Event Report

Jen Hoffman-Bailey

- i. Skate Park Week for two weeks (Our second year doing 2 weeks)
- ii. September Movi
- iii. September Movie Night (Monster's University)
- iv. October Halloween Party
- v. November - Light Up the Hood
- vi. February Valentines Craft Week
- vii. April Earth Day Clean Up
- viii. June Eco Quest and Garage Sale

c. City of Kitchener/Community Centre Report

Jacob Gilbert, *City of Kitchener*

- i. Role Changes
  1. Susan from CSA to Clerk to CSA and now, joining the HCA as Interim Programmer
  2. Fiona from Clerk to CSA
  3. Kelly was welcomed back as permanent Clerk
  4. We said goodbye to Brad and Mark, then said hello again to Brad, and Jacob has been with us for 3 months
- ii. New Community Partners this January
  1. Strong Start - Get Ready for School Program, up to 5 days a week
  2. "I Am" pilot program through Women's Crisis outreach services

d. Ward Councillor Report

Ayo Owodunni, *Ward 5 Councillor, City of Kitchener*

- i. *Ayo is unable to attend the meeting tonight*

\*ACTION: Jody to inquire about whether any pertinent updates from the City could be sent from Ayo via email

5. Questions/Comments

Jen Hoffman-Bailey

- a. See minutes above

6. Adjournment

Jen Hoffman-Bailey

- a. **Motion:** To adjourn the AGM

- i. **Moved by:** Rich    **Seconded:** Darren

**CARRIED**