



# **AGM Package**

**AGM**

**March 26, 2025**

**1:00 PM in Room 8**

**Please register online (code  
AGM), by phone, or in  
person.**



Central Lions Seniors Association  
**Annual General Meeting**

**March 26, 2025 1:00 p.m.**

**A G E N D A**

*Our Vision:* Engaging mind, body, and spirit to enhance quality of life.

*Our Mission:* To encourage, promote, and provide opportunities through recreation, education, and socializing, to enhance the well-being of persons aged 55 and older.

- 1) Call to Order – Elaine Simmt
- 2) Approval of Agenda
- 3) Land Acknowledgement – Rita Makkannaw
- 4) Welcome and Introductions (Board and staff)
- 5) Introduction of Parliamentarian – Terry Kozma, Host Lions Club
- 6) Moment of Silence to honor Members who have passed in 2024
- 7) Approval of minutes of 2024 AGM
- 8) Business arising out of minutes
- 9) Board Elections – Adele Beaudry, Chair of the Nomination Committee
- 10) 2024 Reports
  - a. Chair's Report – Elaine Simmt
  - b. Executive Director's Report – Karen Melnychuk
  - c. Facility Supervisor's Report – Dawn Linman, City of Edmonton
- 11) Audited Financial Statement 2024 – Claire Redpath, Treasurer
- 12) Appointment of Auditors for 2024 – Claire Redpath, Treasurer
- 13) Other Business
- 14) Summary
- 15) Next Meeting: Wednesday, March 25, 2026
- 16) Adjournment

*Note to elected Board members: You will now make your way to the Board Room to nominate the officers of the Board.*



Central Lions Seniors Association

# Annual General Meeting

Mar 21, 2024 1:00 p.m.

## MINUTES - DRAFT

Item	Agenda Items	Discussion / Minutes/ Motions	Action:
1	Call meeting to order	<b>Alex Paterson</b> , Chair called AGM to order: 1:00 PM Chair asked <b>Debra Ward</b> , Secretary if quorum was met.	Twenty-five (25) or more Members needed. (40 +/- members in attendance.) <b>Quorum met.</b>
2	Agenda – March 21, 2024	<b>Motion</b> to accept agenda as presented. Alex Paterson. <b>Moved:</b> Frederik Van de Voort <b>Second:</b> Marie Danielson	<b>Approved</b>
3	Land Acknowledgment	Acknowledgment that Central Lions Seniors Association (CLSA) is on the traditional land of Treaty Six Territory. <b>Rita Makkaannaw.</b>	<b>Acknowledged</b>
4	Welcome and Introductions	Welcome and Introductions (Board and staff) <u>Executive Committee</u> Alex Paterson, Chair Elaine Simmt, Vice Chair Bernice Mills, Treasurer Debra Ward, Secretary  <u>Directors</u> Bob MacDonald: Finance, Policy and Membership Committee(s) Dan Moynagh: Membership Committee Claire Redpath: Membership Committee Tony Spencer: Membership, Policy and Nominating Committee(s)	

		<p><u>Staff</u>  Janice Pearson, Executive Director  Tara Harris, Operations Manager</p>	
5	Parliamentarian	Terry Kozma, Host Lions Club – Parliamentarian	
6	Moment of Silence	Honouring those members who have passed away in 2023.	
7	Approval of minutes of March 16, 2023 AGM	<p>Motion to approve 2023 AGM minutes by Alex Paterson.  Moved: <b>Pat Kamura</b>  Second: <b>Victor Kowalewich</b></p>	Passed
8	Business arising from 2023 AGM Minutes	None	
	Recognitions by <b>Alex Paterson</b>	<p>a) <b>Tony Spencer</b> for his tenure on the Board. Great addition to the Board and acted as our Treasurer for two (2) years. Thankful for his contribution and wish him well as he moves on to other adventures.  b) Current Board for their work over the past year.</p> <p>Chair asked Elaine Simmt, Vice Chair to take over the chairs duties as Alex Paterson stands for re-election.</p>	
9	Board Elections	<p><b>Bernice Mills</b>, Chair of Board Nominating Committee  <b>Nominees for Board of Directors</b> are:</p> <ul style="list-style-type: none"> <li>i. <b>Alex Paterson</b></li> <li>ii. <b>Bob MacDonald</b></li> <li>iii. <b>Claire Redpath</b></li> <li>iv. <b>Dan Moyagh</b></li> <li>v. <b>Ania Mysliwicz</b></li> <li>vi. <b>Adele Beaudry</b></li> </ul>	

		<p>vii. <b>Thomas Slaymaker</b></p> <p>viii. <b>Deborah Alessi</b></p> <p>ix. <b>Douglas Adzick</b></p> <p><b>Elaine Simmt</b> Motion to accept the nominations as presented.  Moved: <b>Bernice Mills</b>  Second: <b>Victor Kowalewich</b></p> <p><b>Discussion</b></p> <p>Could the Board nominees be named in advance of AGM?</p> <p>Could the reserve names be kept in case of Board resignations or the like?</p> <p><b>Elaine Simmt</b> “Nominees are hereby elected to the Board by acclamation.”</p> <p><b>Elaine Simmt</b> - Motion to dissolve the Nomination Committee  Moved: Tony Spencer  Second: Sharen Osinchuk</p> <p><b>Elaine Simmt</b> turns Chair duties back to <b>Alex Paterson</b></p>	<p>Yes</p> <p>Yes</p> <p>Carried</p> <p>Carried</p>
10	2023 Activity Reports	<p>1) Chair’s Report – <b>Alex Paterson</b></p> <p>CLSA Membership is higher than projected, as is participation levels. Continued recovery in every area of the association from the impacts of COVID.</p> <p>Janice Pearson and her staff along with many member volunteers have been the driving force of the success noted in 2023. Future is looking very positive for CLSA.</p> <p>2) Executive Director’s</p>	

		<p><b>Report – Janice Pearson</b></p> <p>Janice Pearson thanked staff, the Board, volunteers and the membership for their dedication and support during 2023. Most membership since 2018. Open House was very successful. Social media (SM) channels developed and being maintained. Executive Directors Member Advisory Committee (EDMAC) meetings with twelve (12) CLSA members to informally discuss CLSA and membership topics.</p> <p><b>Motion</b> to accept above reports as presented.</p> <p>Moved: <b>Fredrick Vandervoort</b></p> <p>Second: <b>Mel Lauria</b></p> <p>3) Facility Supervisor’s Report – Dawn Linman, City of Edmonton</p> <p>CLSA was re-grouped by the City of Edmonton (CoE) this year. New signage completed. Basement reclamation is still not on CoE’s budget. Technology expenditures and improvements during 2023 done. Lease agreement between CLSA and CoE ends in 2024.</p> <p>Clarifications on what CoE versus CLSA is responsible for. CLSA is second to major recreation centres for snow removal.</p>	<p><b>Carried</b></p>
11	Audited Financial Statement 2023	<p><b>Treasurer – Bernice Mills</b></p> <p>Introduction of Auditor, Carla Walker of Peterson Walker LLP</p> <p>Carla Walker presented the audited statements with mention of: Page(s) 5/6/7/8 Page 11 deferred Page 12.</p> <p><b>Bernice Mills - Moved to</b></p>	

		<p>accept the Audited Financial Statements for 2023 as approved by the Board and presented by Peterson Walker LLP.</p> <p><b>Second: Elaine Simmt</b></p> <p>Alex Paterson asked if there was discussion. Questions can be directed to <b>Bernice Mills, Carla Walker</b> or <b>Janice Pearson.</b></p> <p><b>Victor Kowalewich:</b> Letterhead used on the final copy of Audited Financial Statement? Yes.</p> <p><b>Stewart McFadden</b> asked why a qualified opinion?</p> <p><b>Auditor:</b> A qualified opinion in this case is because the auditors cannot ascertain with certainty, the money collected through our small fundraisers such as our book sales. This is typical of most organizations such as CLSA and is not indicative of any problems with the financial statements.</p>	<p><b>Carried</b></p>
<p>12</p>	<p>Appointment of Auditors for 2024</p>	<p><b>Motion:</b> Move to appoint Peterson Walker LLP as the auditors for the CLSA 2024 Fiscal Year. <b>Bernice Mills</b></p> <p><b>Second: Victor Kowalewich</b></p> <p>Discussion: None</p>	<p><b>Carried</b></p>
<p>13</p>	<p>Proposed Changes to Bylaws</p>	<p>Elaine Simmt, Policy Committee Chair presented:</p> <p>Bylaw <b>6.1.6.3</b> Quorum for Board of Directors Meetings</p> <p>Bylaw <b>6.5.4.</b> Add Policy Committee as a standing committed.</p> <p><b>Elaine Simmt moved</b> to accept the proposed changes as the required 21 days' notice was given.</p> <p><b>Second: Debra Ward</b></p>	<p><b>Carried</b></p>

14	Other Business	<p><b>Alex Paterson</b></p> <p>Discussion:</p> <p><b>Bob MacDonald</b> asked if additional members can advise or ask to be heard at Board meetings?</p> <p><b>Alex Paterson:</b> Yes, with no voting.</p>	
15	Summary	<p><b>Alex Paterson</b></p> <p>CLSA is continuing to grow and prosper. Kudos to everyone and let us continue to promote the many benefits of CLSA membership.</p>	<p>Note to Board members: Make way to the Board Room to nominate the officers of the Board.</p>
16	Next AGM	Wednesday, March 26, 2025	
17	Adjournment	<p>Motion to adjourn by <b>Alex Paterson</b></p> <p>Moved: <b>Jeff Mc Keddie</b></p>	<p><b>Carried</b></p> <p>AGM adjourned. 1:53</p>

The Minutes of the AGM for 2023 have been accepted by the Board on July 2, 2024. They will be approved by the Membership during the 2024 AGM.

Board Chair: Elaine Simmt

Board Secretary: Debra Ward



**CENTRAL LIONS SENIORS ASSOCIATION**  
**Financial Statements**  
**Year Ended December 31,**  
**2023**

**CENTRAL LIONS SENIORS ASSOCIATION**  
**Index to Financial Statements**  
**Year Ended December 31,**  
**2023**

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## INDEPENDENT AUDITOR'S REPORT

To the Members of  
Central Lions Seniors Association

### ***Qualified Opinion***

We have audited the financial statements of Central Lions Seniors Association (the Association), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### ***Basis for Qualified Opinion***

In common with many charitable organizations, the Association derives revenue from various sources such as fundraising and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of revenue from these sources was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to operations, assets or net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### ***Other Matter***

The prior years' audited financial statements were prepared by another Chartered Professional Accountants firm who expressed a qualified opinion with regards to completion of donation and fundraising revenue on February 21, 2023.

***Responsibilities of Management and Those Charged with Governance for the Financial Statements*** Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
March 21, 2024

CHARTERED PROFESSIONAL ACCOUNTANTS

**CENTRAL LIONS SENIORS  
ASSOCIATION**

**December 31, 2023**

	<b>2023</b>	2022
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (Note 5)	\$ 122,013	\$ 137,965
Short-term investments (Notes 3, 5, 7)	135,000	160,000
Accounts receivable	4,110	5,391
Accrued interest receivable	4,608	249
	<b>265,731</b>	303,605
LONG-TERM INVESTMENTS (Notes 3, 7)	<b>100,000</b>	-
	<b>\$ 365,731</b>	<b>\$ 303,605</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 4)	\$ 24,961	\$ 26,424
Deferred contributions (Note 5)	58,665	76,289
Deferred revenue (Note 6)	137,041	104,211
	<b>220,667</b>	206,924
<b>NET ASSETS</b>		
Internally restricted (Note 7)	185,000	160,000
Unrestricted	(39,936)	(63,319)
	<b>145,064</b>	96,681
	<b>\$ 365,731</b>	<b>\$ 303,605</b>
LEASE COMMITMENT (Note 8)		

**APPROVED BY THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**CENTRAL LIONS SENIORS  
ASSOCIATION**

**Statement of Operations**

For the period ending 31/03/2023

	2023	2022
<b>REVENUE</b>		
Programs	\$ 321,174	\$ 215,287
Grants (Note 9)	119,369	-
Fundraising	60,354	32,497
Donations	54,982	29,126
Membership fees	34,700	18,805
Gaming	27,738	36,744
Fitness center	21,851	11,197
Rentals	9,538	-
Interest	6,210	647
Canada emergency wage subsidy	-	12,332
	<b>655,916</b>	<b>356,635</b>
<b>EXPENSES</b>		
Salaries and benefits	353,150	361,650
Program instructors and supplies	126,604	98,560
Professional fees	31,521	7,500
Facility costs	21,643	11,675
Fundraising	18,905	11,045
Software	16,474	11,585
Bank and credit card charges	9,523	8,060
Office	6,523	2,535
Board expenses and initiatives	5,848	605
Socials	5,639	-
Goods and Services Tax	3,591	2,275
Fitness centre	3,311	3,908
Program guide	3,250	3,140
Volunteer recognition	1,093	2,727
Advertising and promotion	458	14,934
	<b>607,533</b>	<b>540,199</b>
<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ 48,383</b>	<b>\$ (183,564)</b>

**CENTRAL LIONS SENIORS  
ASSOCIATION  
Statement of Changes in Net Assets  
Year Ended December 31, 2023**

	Unrestricted	Internally Restricted	2023	2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ (63,319)	\$ 160,000	\$ <b>96,681</b>	\$ 280,245
Transfer	(25,000)	25,000	-	-
Revenue over (under) expenses	48,383	-	<b>48,383</b>	(183,564)
<b>NET ASSETS - END OF YEAR</b>	\$ (39,936)	\$ 185,000	\$ <b>145,064</b>	\$ 96,681

**CENTRAL LIONS SENIORS  
ASSOCIATION**

**Statement of Cash Flows**

For the Years Ended December 31, 2023

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Accounts receivable	1,281	403
Accrued interest receivable	(4,359)	568
Prepaid expenses	-	2,372
Accounts payable and accrued liabilities	(1,463)	2,515
Deferred contributions	(17,624)	76,289
Deferred revenue	32,830	2,948
	<u>10,665</u>	<u>85,095</u>
	<u>59,048</u>	<u>(98,469)</u>
<b>INVESTING ACTIVITY</b>		
Purchase of long-term investments	<u>(100,000)</u>	-
<b>DECREASE IN CASH</b>		
	<u>(40,952)</u>	<u>(98,469)</u>
Cash and short-term investments - beginning of year	<u>297,965</u>	<u>396,434</u>
<b>CASH AND SHORT-TERM INVESTMENTS - END OF YEAR</b>	<u><b>\$ 257,013</b></u>	<u><b>\$ 297,965</b></u>
<b>CASH AND SHORT-TERM INVESTMENTS CONSIST OF</b>		
Cash	<u>\$ 122,013</u>	<u>\$ 137,965</u>
Short-term investments	<u>135,000</u>	<u>160,000</u>
	<u><b>\$ 257,013</b></u>	<u><b>\$ 297,965</b></u>
Revenue over (under) expenses	<u><b>\$ 48,383</b></u>	<u><b>\$</b></u>
	<u>(183,564)</u>	<u>Changes in non-</u>
cash working capital:		



**CENTRAL LIONS SENIORS  
ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2023**

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1. NATURE OF OPERATIONS

The Central Lions Seniors Association is a charitable organization incorporated under the Societies Act (Alberta). The Association provides programs for seniors 55 years and older. The primary objective of the Association is to contribute to the healthy aging of seniors through the provision of programming, which includes fitness, education, arts, recreation and social activities. The Centre is a registered charity under the Income Tax Act and as such, is exempt from income taxes.

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2. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting dates.

Short-term investments

Short-term investments consist of term deposits with maturity dates within twelve months. Long-term investments

Long-term investments consist of non-redeemable term deposits with maturity dates greater than twelve months.

Equipment

Equipment is recorded at cost. Amortization is provided on a straight line basis over the estimated useful lives of the assets.

Contributed services

The Centre is largely dependent on donated services of its many volunteers. Due to the difficulty in determining the fair value of these contributed amounts, they have not been recognized in these financial statements.

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**CENTRAL LIONS SENIORS  
ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2023**

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2. SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Revenue recognition

The Association follows the deferral method of accounting for contributions, which include government grants, gaming funds and donations. Contributions, including operating grants, are included in revenue in the year they are received or receivable, with the exception that contributions to fund a specific future period's expenses are included in revenue in that later period.

Revenue from programs, rentals and fitness centre are recognized as services are performed and collection is reasonably assured. Any program registrations paid in advance are recorded as deferred revenue until services are performed.

Membership fees are set annually by the Board and are recognized as revenue during the membership period to which they apply. Any membership fees paid in advance are recorded as deferred revenue and recognized in the membership period to which they apply.

Interest is recognized as revenue when

earned. Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost and tested for impairment at each reporting date.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts reported in the financial statements. Significant estimates include accrued liabilities, deferred revenue and deferred contributions. By their nature, these estimates are subject to measurement uncertainty and actual results could differ.

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**CENTRAL LIONS SENIORS  
ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2023**

3. INVESTMENTS

Short-term and long-term investments consist of term deposits with the following interest rates and maturity dates:

	2023	2022
Term deposit, interest rate 4.3%, maturing May 2024	\$ 50,000	\$ -
Term deposit, interest rate 5.6%, maturing September 2024	50,000	-
Term deposit, interest rate 5.5%, maturing November 2024	35,000	-
Term deposit, interest rate 4%, maturing April 2025	25,000	-
Term deposit, interest rate 4%, maturing April 2025	25,000	-
Term deposit, interest rate 4%, maturing April 2027	25,000	-
Term deposit, interest rate 4%, maturing April 2027	25,000	-
Term deposit, interest rate 0.5%, maturing April 2023	-	100,000
Term deposit, interest rate 0.5%, maturing May 2023	-	60,000
	<u>235,000</u>	<u>160,000</u>
Classified as long-term investments	(100,000)	-
	<u>\$ 135,000</u>	<u>\$ 160,000</u>

Short-term investments of \$185,000 are internally restricted as described in note 8.

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities is the following government remittance:

	2023	2022
Payroll deductions	\$ 6,091	\$ 6,044

5. DEFERRED CONTRIBUTIONS

Deferred contributions consists of casino and raffle funds. A portion of receipts received in the year are deferred to be recognized as revenue in future years as the related expenses are incurred. Changes in deferred contributions is as follows:

	Opening	Contributions	Revenue recognized	Closing
Gaming	\$ 76,289	\$ 10,114	\$ (27,738)	\$ 58,665

Deferred gaming funds are held in cash \$8,665 (2022--\$76,289) and short-term investments of \$50,000 for a total of \$58,665 and can only be used in accordance with the licensing agreement with the Alberta Gaming, Liquor and Cannabis Commission.

**CENTRAL LIONS SENIORS  
ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended December 31, 2023**

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6. DEFERRED REVENUE

Deferred revenue consists of program and membership fees paid for upcoming year and members deposits held. Receipts received in the year are deferred to be recognized as revenue in the upcoming year as the revenue is earned. Changes in deferred revenue is as follows:

	Opening	Received	Revenue recognized	Closing
Deferred revenue	\$ 104,211	\$ 388,704	\$ (355,874)	\$ 137,041

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7. INTERNALLY RESTRICTED

The Board of Directors has set up an internally restricted fund in order to secure the Association's future financial stability. The purpose of the sustainability fund is to provide a provision to cover the future cost of ongoing expenses in the event of an unanticipated loss of funding, loss of revenue or extraordinary expenditures. The funds are held in short-term and long-term investments and can only be used with Board approval.

During the year, the Board made a motion to set up an insurance contingency fund and transferred \$25,000 to the fund from unrestricted net assets. The funds are held in short-term investments and can only be used with Board approval.

	Opening balance	Transfers	Expenditures	Closing balance
Sustainability fund	\$ 160,000	\$ -	\$ -	\$ 160,000
Insurance contingency	-	25,000	-	-
	25,000			
	\$ 160,000	\$ 25,000	\$ -	\$ 185,000

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8. LEASE COMMITMENT

The Association leases its premises, under an agreement with the City of Edmonton, for \$18,530 per year including operating costs. The lease commitment expires in 2024 with an option to renew for another year.

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9. GRANTS

	2023	2022
City of Edmonton - Operating grant	\$ 94,369	\$ -
Government of Canada - New Horizons	25,000	-
	\$ 119,369	\$ -

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10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

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**CENTRAL LIONS SENIORS  
ASSOCIATION  
Notes to Financial Statements  
Year Ended December 31, 2023**

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11. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, short-term investments, accounts receivable, long-term investments and accounts payable and accrued liabilities.

The Association is exposed to the following risks through its financial instruments:

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risk relates to accounts receivable. Accounts receivable are generally amounts due from government agencies. It is management's opinion that there is no significant credit risk as of December 31, 2023.

Liquidity risk

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. It is management's opinion that there is no significant liquidity risk as of December 31, 2023.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising on its interest bearing assets.

The Association's cash, short-term investments and long-term investments include amounts held by financial institutions that earn interest at market rates. The Association manages its risk by monitoring interest being earned on excess funds.

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## NOTICE TO MEMBERSHIP OF PROPOSED AMENDMENT TO THE 2020 CLSA BYLAWS

As per Article 8 of the Association's Bylaws, notice of proposed Bylaw changes must be submitted to the Membership 21 days prior to the AGM in the form of a Special Resolution. The Special Resolution is passed by 75% of those members eligible to vote in attendance at the AGM once quorum has been verified.

### SPECIAL RESOLUTION

On January 23, 2024 the Board of Directors of the Central Lions Seniors Association passed a motion to put before the membership a proposed bylaw change to adjust quorum for a Board with less than 12 Directors. **(Proposed edits are indicated in Red.)**

## Article 6 – Governance and Management of the Association

### CURRENT

#### 6.1 Board of Directors

##### 6.1.6. Meetings of the Board

6.1.6.1. The Board must meet at least eight (8) times a year. Board meetings may be in- person at a location or virtual through electronic means.

6.1.6.2. Meetings are at such times as may be decided by the Board. 6.1.6.3. Quorum for Board meetings is six (6).

6.1.6.4. All Board Members have one vote. The Chair does not have a second or casting vote in the event of a tie vote.

6.1.6.5. Meetings of the Board are open to Members of the Association but they cannot participate in the discussions unless invited to do so by the Board and cannot vote. A majority of the Directors present may ask Members to leave the meeting for any reason.

### PROPOSED

#### 6.1 Board of Directors

##### 6.1.6 Meetings of the Board

6.1.6.1 The Board must meet at least eight (8) times a year. Board meetings may be in- person at a location or virtual through electronic means.

6.1.6.2 Meetings are at such times as may be decided by the Board.

6.1.6.3 Quorum for Board meetings is:

**6.1.6.3.1 Six (6) for a Board of 10 -12 Directors**

**6.1.6.3.2 Five (5) for a Board of 8 – 9 Directors**

**6.1.6.3.3 Four (4) for a Board of 6 – 7 Directors**

**6.1.6.3.4 Three (3) for a Board of less than 6 Directors**

6.1.6.4 All Board Members have one vote. The Chair does not have a second or casting vote in the event of a tie vote.

6.1.6.5 Meetings of the Board are open to Members of the Association but they cannot participate in the discussions unless invited to do so by the Board and cannot vote. A majority of the Directors present may ask Members to leave the meeting for any reason.

## NOTICE TO MEMBERSHIP OF PROPOSED AMENDMENT TO THE 2020 CLSA BYLAWS

As per Article 8 of the Association's Bylaws, notice of proposed Bylaw changes must be submitted to the Membership 21 days prior to the AGM in the form of a Special Resolution. The Special Resolution will only be passed if 75% of those members eligible to vote in attendance at the AGM votes in favour of the change.

### SPECIAL RESOLUTION

**On February 26, 2024, the Board of Directors of the Central Lions Seniors Association passed a motion to put before the membership a proposed bylaw change to include a Policy Committee as one of the standing committees. (Proposed edits are indicated in Red.)**

By-law 6.5 is changed to read:

**6.5** Standing Committees: The Board has the following standing committees: a) Executive Committee, b) Finance Committee, c) Nominating Committee, **d) Policy Committee**, and e) may establish other standing committees as necessary.

#### 6.5.1 The Executive Committee

6.5.1.1 Consists of Chair, Vice-Chair, Treasurer and Secretary. 6.5.1.2 Responsible for:

- a) Planning agendas for Board meetings.
- b) Acting on behalf of the Board between meetings to address urgent issues.
- c) Reporting to the Board on actions taken between Board meetings.
- d) Carrying out other duties assigned by the Board.

#### 6.5.2 The Finance Committee:

6.5.2.1 Consists of Treasurer, who is the Chair, and not more than four (4) other members of the Association.

6.5.2.2 Is responsible for:

- 6.5.2.2.1 Overseeing the development of an annual budget.
- 6.5.2.2.2 Recommending budget policies to the Board.
- 6.5.2.2.3 Investigating and making recommendations to the Board for acquiring funds or assets.
- 6.5.2.2.4 Recommending financial policies on disbursing and investing funds.
- 6.5.2.2.5 Arranging the annual audit of the books.
- 6.5.2.2.6 Reporting on the years' financial activities at the Annual General Meeting.
- 6.5.2.2.7 Carrying out other duties assigned by the Board.

#### 6.5.3 Nominating Committee:

- 6.5.3.1 Consists of up to two Board members and may include not more than three members in good standing.
- 6.5.3.2 Appointed by the Board before December 31 of each year and to conclude at the end of the Annual General Meeting by motion of dissolution.
- 6.5.3.3 Is responsible for:
  - 6.5.3.3.1 Posting notice of vacancies on the Board of Directors at least twenty-one (21) days prior to the Annual General Meeting.
  - 6.5.3.3.2 Preparing a slate of nominees for vacancies on the Board.
  - 6.5.3.3.3 Presenting the slate of nominees to the Annual General Meeting.

**6.5.4 The Policy Committee:**

**6.5.4.1 Consists of two to five CLSA members, at least two of whom are board directors. The committee chair will be chosen from the two board members.**

**6.5.4.2 Is responsible for:**

- a) Recommending new policies and revisions to existing policies to the Board.**
- b) Carrying out other duties as assigned by the Board.**



26 March 2025

## CLSA Board Chair Report

Respectfully submitted to the members of CLSA

There is no doubt -- the Central Lions Seniors Association is a thriving community.

2024 has been an active year for the volunteer Board of the Central Lions Seniors Association, with growth in membership and range of programs. Registrations and the membership survey suggests that the community is thriving. December brought the retirement of the executive director and the appointment of Karen Melnychuk to lead the operations of the association into the future.

Over the course of the year the board and executive director continued to work on the goals of our 2023 - 2025 strategic plan: grow membership; increase revenues; enhance marketing and communications; build reserves; improve governance. We are proud to report that many of the goals of the strategic plan have been addressed or are in progress. The executive director has reported that membership growth exceeded target of 1800 members; revenues met the associations needs for annual operation; members receive weekly email communications with upcoming information and bimonthly newsletters; we are in a position to continue to grow reserves to ensure sustainability of the association in the case of unexpected events; and board directors had opportunities to engage in board development with materials prepared by Alberta Community Services. The next strategic planning process will begin in 2025.

The Central Lions Seniors Association's mission is simply stated: to encourage, promote and provide opportunities through recreation, education, and socializing to enhance the well-being of persons aged 55 and older. However, the work to do this is anything but -- it involves a volunteer board, a creative executive director, hard working staff, motivating instructors, a group of the city's most dedicated volunteers, and its members making CLSA. Thanks to each of you for your contributions to this important mission.

Elaine Simmt

Board Chair

## **CLSA Executive Director's Report for 2024**

Here are the highlights from the 2024 year:

- By the end of 2024 our Membership was up to 1884 including 1601 Regular, 100 Golden, 2 Associate, and 181 Community and Reciprocal Memberships.
- By the end of 2024 we had 79 volunteers registered, similar to last year.
- 17,735 program registrations were processed in 2024.
- The Fitness Centre reached its budgeted revenue projects.
- Our Open House in August played host to over 600 people with 25 Tradeshow booths.
- Implemented 1<sup>st</sup> Annual TLC Fair and Trade Show with 392 attendees and 27 Tradeshow booths.
- AB Deaf Games is our new rental partner for 2024.
- Completed the annual Member Satisfaction Survey
- Successfully applied for two grants including one from the City of Edmonton.
- Received \$34,000 in donations, which was less than 2023.

Financially, CLSA did well in 2024, showing a cash surplus. This was due to higher than projected memberships, program numbers, and gaming licensed events.

On behalf of our team of staff, we extend our heartfelt gratitude to each Board Member and every one of our volunteers for their invaluable time and commitment. Your dedication and contributions is the cornerstone of our success, and it is a pleasure to work with each one of you. Members thank you for all that you do to spread the word that CLSA is a wonderful place to be, we would not be the vibrant community without your passion.

In service to the Members,

Karen Melnychuk,  
Executive Director