
Annual Board Meeting

Sunday, September 15, 2019

Attendees

Dean Martin

Michelle Martin

Steven Howatt

Kristen Fowler

Kayla Fells

Kellie Ann Perry

Malcolm Seaboyer

Sean MacLellan

Mario Gougeon

Judy Rozee

Troy Crosby

Vicky Baker

James Baker

Agenda

Old Business

1. Final Report for Y-Con Gaming & Comic Convention 2019: Dean presented overview of the AGM Report for Y-Con 2019. Document will be available on the website and the facebook page. **ACTION ITEM: Kellie Ann to update website & facebook page.**
2. Adoption of the Y-Con Gaming & Comic Convention 2019 Report: Motion by Dean to adopt report; seconded and passed.
3. Presentation of the 2018 - 2019 Financial Report: Dean presented an overview of the Association's Statement of Revenue & Expenses as of Year End August 31, 2019.
4. Adoption of the 2018 - 2019 Financial Report: Motion by Dean to adopt report; seconded and passed.
5. Retirement of the Officers of the Board of Directors: Dean explained how the original 4 Officers of the Board of Directors (Dean, Steve, Kristen, Kayla) will step down, effective immediately, so new Officers can be appointed.
6. Close out of the 2018 - 2019 fiscal year: Michelle explained that the Y-Con Science Fiction Society's bank account has a balance of \$1847.66.

New Business

7. Opening of the 2019 - 2020 fiscal year: The Society's bank account has a current balance of \$2043.55 to start off the current fiscal year. The discrepancy between the actual balance and the balance noted above (included on the Society's financial reports) is due to a lack of accurate financial record keeping for the 2018 - 2019 fiscal year.
8. Nominations for the Officers of the Board of Directors: There are no nominations for the SECRETARY position of the Board of Directors. It was agreed that Michelle will take this Office, but as an Honorary Member of the Board with no voting rights. There are no nominations for the TREASURER position of the Board of Directors. It

was agreed that Dean will take this Office. Dean was the only nomination for the PRESIDENT position of the Board of Directors, therefore, he will take this Office. Steve and Kellie Ann were the nominations for the VICE PRESIDENT position of the Board of Directors.

9. Voting in of the Officers of the Board of Directors: Steve and Kellie Ann were given an opportunity to tell the Board why/how they would be suitable for the Office of the VICE PRESIDENT. They were asked questions by the Board Members, with both given time to answer. Dean reviewed the Job Description of the position and then the 5 remaining Board members (Dean, Sean, Kayla, Kristen, Malcolm) proceed to an anonymous ballot vote. The ballots were read by Vicky, with Steve winning the nomination. Therefore, Steve will take the Office of the VICE PRESIDENT.
10. Updates to the Board of Directors information: Dean explained that the Society must provide the Registry of Joint Stocks of NS with an updated list of board members and their contact information. **ACTION ITEM: Steve to provide Dean with new contact information for he and Kristen.**
11. Establishment of the Executive Committee for Y-Con Gaming & Comics Convention 2020: As President, Dean authorized the establishment of Y-Con 2020's Executive Committee. He explained how each Coordinator position has a job description, detailing that position's area of responsibility. Each Coordinator will have the autonomy and the authority to complete the tasks for their area as they see fit (assuming they are working in the best interest of Y-Con), while the Project Manager will provide the timelines for task completion. As there were no positions in which multiple people were interested, the Coordinator positions were assumed as follows:
 - Venue Coordinator - Dean, with help from Malcolm
 - Sponsor Coordinator - Dean, with help from Steve
 - Vendor Coordinator - Kristen, with help from Steve
 - Events Coordinator - Kayla, with help from Vicky
 - Guest Coordinator - Sean, with help from Troy
 - Marketing Coordinator - Malcolm with help from Kellie Ann

Volunteer Coordinator - Vicky, with help from Krista

Graphics Designer - Kellie Ann, with help from Malcolm & James

Gaming Coordinator - Steve

Games Day Coordinator - Dean, with help from Mario

Treasurer - Judy, with help from Michelle


Project Coordinator - Michelle

Any Other Business

12. Trademarking of the Y-Con logo: Dean explained why he now wants to trademark the Y-Con logo; how the process can be done on-line and costs \$330/10 years. Motion by Dean to proceed with trademarking; seconded and passed. **ACTION ITEM: Dean to trademark Y-Con logo.**

13. Criminal & Vulnerable Sector Checks on Directors and Committee members: Dean explained that with group of committee members and volunteers expanding, it would be prudent to ensure everyone complete a Criminal Records Check and a Vulnerable Sector Check. As Y-Con is a non-profit organization, there will be no costs involved. Each member's checks will be valid for 2 years as of the issuing date by the R.C.M. P. Motion by Dean to adopt this practice; seconded and passed. **ACTION ITEM: Dean to place a letter on the One Drive for members to take to their nearest R.C.M.P. Detachment, so no costs will be incurred.**
ACTION ITEM: Current members must provide Dean with copies of the checks by the end of November, 2019.
ACTION ITEM: Dean to amend the Society's current By-Laws to include "that new Board and/or Committee Members will need to provide copies of valid Criminal Records and Vulnerable Sector checks within 8 weeks of joining". The Special Motion and Vote to amend the By-Laws by the Board will be held at the top of the next meeting.

14. Liability Insurance: Dean explained that Y-Con 2019 had "event insurance" that covered the convention itself; for another \$50/year, Y-Con 2020 could have "liability



insurance” that covers both the convention and any other events held (ie. Games Days). Motion by Dean to obtain costing quote for Liability Insurance; seconded and passed. **ACTION ITEM: Dean to ask Co-operators Insurance for quote.**

15. Executive Committee Communication: It was decided that the best way for everyone to communicate regarding matters of Y-Con would be through a secret Facebook group. **ACTION ITEM: Kellie Ann to set up a secret Facebook group.**

16. Twinning Conventions with Brandon: Dean gave an update; President of Brandon's Con is very interested in twinning and they will change their dates to match ours; Warlord Games is brainstorming ideas regarding live streaming games. Dean also suggested that Y-Con could live stream our panels so Brandon attendees could participate in real time; Ignite Labs & James will be very important for Y-Con 2020.

Next Meeting Agenda Items

The Board of Directors will vote on the Special Motion to Amend the By-Laws for the background checks requirements.

Dean, as Treasurer of the Board, will provide each Coordinator with their respective budgets.

Michelle, as Project Manager, will provide timelines for task completion.

Each Coordinator will be prepared to discuss their plans for their area of responsibility.

Dean proposed October 6, 2019, 7 pm to 10 pm, at the Sobeys for the next meeting (the first meeting of the Executive Committee). **ACTION ITEM: Dean to book a room at Sobeys and confirm with group.**