



POTTERS GUILD OF BRITISH COLUMBIA 2019 ANNUAL GENERAL MEETING

The Potters Guild of BC invites you to attend the Annual General Meeting of members on ***Saturday March 7th, 2020 at 4 pm.***

The AGM this year will take place online via the Zoom meeting platform. Please RSVP to the to pottersguildofbc@gmail.com to receive the link to attend the meeting. You will need a computer or tablet with internet access and a telephone for the meeting.

If you cannot attend the AGM, please complete and return the ballot proxy form attached, indicating your support or non-support of motions, resolution and elections.

Contents of this AGM Package

1. Agenda
2. Proxy Form
3. 2018 AGM Draft Minutes
4. 2019/2020 Proposed Board of Directors
5. Corporate Registry Permission to Hold 2019 AGM in 2020
6. 2018 Financial Report

2019 AGM AGENDA

1. Welcome and call to order, attendance
2. Approval of minutes of the 2018 Annual General Meeting
3. Annual Report
4. 2018 Financial Statements
5. 2019/2020 budget
6. Nominations and elections of 2019/2020 Board of Directors
7. Other Business



8. Adjournment

2019 AGM PROXY FORM

Potters Guild of British Columbia Annual General Meeting Saturday
March 7th 2020, at 4 pm.

I _____ (print name of member) having
been a Potters Guild of BC member in good standing, hereby
nominate and appoint:

_____ (name of proxy) as
my proxy to attend and act on my behalf at the 2019 AGM to vote on
such motions, resolutions and elections as may be put forth to the
members.

(member's signature)

_____ (Date)

This proxy form must be received by Friday March 6th at 11:59 pm to
pottersguildofbc@gmail.com



2018 POTTERS GUILD OF BC AGM DRAFT MINUTES – for approval at 2019 AGM

TUESDAY AUGUST 28th, 2018, 6:00pm

1. Welcome and Call to Order

- Collection and counting of proxy forms
- Circulation of member sign-in form

2. Approval of Minutes of March 2017 AGM (included in 2018 AGM announcement)

- Motion to approve 2017 minutes – Pene Hollingworth moves
- Second to motion – Joan Barnet
- Motion passed.

3. 2017 Annual Report and Financial Statements (included in 2018 AGM announcement package)

- Motion to approve the 2017 financials – David Robinson
- Second to motion- Amelia Butcher
- Motion passed.

4. 2018 Budget

- Motion to approve the 2018 financials – David Robinson
- Second to motion- Amelia Butcher
- Motion passed.

5. Nominations and elections of the 2018-2019 Board of Directors

David Robinson – President



Heather Lippold – Secretary
Laura Carey – Treasurer, Past President
Diane Espiritu – Member at Large
Amelia Butcher – Member at Large

- Nominations from the floor – None
- Motion to approve Board – Gillian McMillan
- Second to motion – Keith Rice-Jones
- Motion passed.

6. Other Business

- Committees: Membership, Equipment, Exhibitions
- Annual member fees:
 - Discussion ensued, membership fee structure put to vote:
 - a) To return to previous membership fee structure with no increases (\$35/year student and senior, \$55/year regular membership) 11 VOTES
 - b) To continue with the current membership fee structure with a \$40 increase per membership (\$75/year student and senior, and \$95/year regular membership) 0 VOTES
 - c) To establish a middle ground fee structure with a \$15 increase per membership (\$50/year student and senior, \$70/year regular membership) 19 VOTES
 - Motion passed to introduce membership fee structure as per option c above, and to refund the \$25 difference to the small number of members who renewed their memberships at the rate of \$75/year student and senior, and \$95/year regular membership in 2018.

7. Adjournment



2019/2020 Proposed Board of Directors

- David Robinson, continuing as President and Board Chair
- Heather Lippold, continuing as Secretary
- Laura Carey, continuing as Treasurer
- Diane Espiritu, continuing as Member at Large
- Amelia Butcher, continuing as Member at Large

Corporate Registry Permission to Hold 2019 AGM in 2020

November 26, 2019

THE POTTERS GUILD OF BRITISH COLUMBIA
164 20TH AVE E
VANCOUVER BC V5V 1L8

Under section 71(3) of the *Societies Act*, I hereby allow the society to extend the time within which the above named society is required to hold its 2019 Annual General Meeting. You may hold your Annual General Meeting on or before March 31st of 2020. The Annual Report is required to be filed by April 30th to stay in good standing.

CAROL PREST
REGISTRAR OF COMPANIES
PROVINCE OF BRITISH COLUMBIA
CANADA



**Potters Guild of British Columbia
Financial Statements**

December 31, 2018



Potters Guild of British Columbia

Balance Sheet

As at December 31	2018	2017
Assets		
Current		
Cash	\$ 3,595	\$ (11,425)
Term Deposit	2,111	26,869
Accounts Receivable	1,224	1,595
Prepaid Expenses	-	2,357
	6,930	19,396
Capital Assets	13,463	13,463
	\$ 20,393	\$ 32,859
Liabilities		
Current		
Accounts Payable	\$ 651	\$ 16,725
GST Payable	68	2,479
PST Payable	-	1,917
Newsletter Ad Deposits	1,342	736
	2,061	21,857
Equity		
Retained Earnings	9,145	23,402
Net Income for the Year	9,187	(12,400)
	18,332	11,002
	\$ 20,393	\$ 32,859



Potters Guild of British Columbia
Statement of Revenues and Expenses - Gallery

For the Years Ended December 31	2018	2017
REVENUE		
Gallery Earned Revenue		
Ceramic	\$ 30,102	\$ 230,526
Exhibition	3,436	23,501
Freight	249	3,719
Special Events	8,181	7,270
Other	5,485	6,006
	\$ 47,453	\$ 271,023
EXPENSE		
Cost of Sales		
Consignment	\$ 13,992	\$ 130,727
Exhibition	320	4,901
Breakage & Theft	150	706
Shipping & Packaging	263	5,109
Special Events	354	2,926
Credit Card Fees	1,101	5,254
	16,179	149,621
Salaries and Benefits		
Manager	8,203	28,500
Manager Wages Allocated to the Guild	-	-
Gallery Assistants	8,081	53,530
Benefits	1,193	5,189
	17,477	87,219
General and Administrative Expenses		
Gallery Maintenance	750	826
Gallery Supplies	-	1,167
Bank Charges	791	2,317
Computer	52	1,327
Postage and Courier	52	51
Telephone & Internet	193	851
Rent	47	15,758
Utilities	-	2,148
Security	53	210
Insurance	1,266	2,828
Accounting	1,500	5,513
Office Supplies	248	732
Website & Maintenance	197	411
Other Gallery Expenses	642	214
	5,792	34,354
Gallery Cash (Loss)	\$ 8,006	\$ (171)



Potters Guild of British Columbia
Statement of Revenues and Expenses - Guild

For the Years Ended December 31	2018	2017
REVENUE		
Guild Earned Revenue		
Newsletter Advertising	\$ 2,135	\$ 3,341
Membership Fees	7,347	11,672
Other Revenue	633	3,431
	10,114	18,444
EXPENSE		
Cost of Sales		
Newsletter Expense	4,300	4,318
Special Events	158	3,210
	4,458	7,528
Salaries and Benefits		
Manager Wage Allocation	1,696	10,170
	1,696	10,170
General and Administrative Expenses		
Bank Charges and Interest	198	262
Telephone and Internet	189	851
Security	53	210
Insurance	202	1,212
Accounting	1,345	1,838
Website Design and Maintenance	-	130
Rent	271	6,768
Office Supplies	-	-
Other Guild Expenses	522	1,705
	2,780	12,975
Guild Cash Profit (Loss)	\$ 1,181	\$ (12,230)



Potters Guild of British Columbia
Consolidated Statement of Revenue and Expenses

For the Years Ended December 31	2017	2017
Revenue		
Gallery Revenue	\$ 47,453	\$ 271,023
Guild Revenue	10,114	18,444
	57,568	289,467
Expense		
Gallery Expenses	39,448	271,194
Guild Expenses	8,933	30,673
	48,381	301,867
Cash (Loss)	\$ 9,187	\$ (12,400)