

## ANNUAL GENERAL MEETING MINUTES SAMPLE

*[Full name of housing co-op or letterhead]*

**Sample Housing Co-operative  
Annual General Meeting Minutes  
October 23, 20xx  
Co-op Common Room, 1234 Main Street, Co-op City, BC**

**In attendance:** See attendance list

**Guest(s):** Johanna Nguyen of Smith Chartered Accountants, *[name of guest chair if applicable, chair]*

**1. Call to order** at 7 pm by *[name of co-op member chair]* *[name of guest chair]*.

Territory acknowledgement: We gratefully acknowledge that we are gathered today on the unceded traditional territory of the Coast Salish peoples, including the Musqueam, Squamish and Tsleil-Waututh nations.<sup>1</sup>

The chair confirms that proper notice was delivered to members at least 14 days in advance and that quorum is present with 35 members. Number of members required to meet quorum is 20 (20% of 100 principal and associate members).

**2. Introduction of guests/welcome new members**

Auditor Johanna Nguyen of Smith Chartered Accountants was introduced. New members Fatima and Ahmed Noor of unit #1276 were welcomed. All members introduced themselves.

**3. Approval of non-members as observers**

The chair asked whether any non-members were present. Sylvie Martel introduced herself and explained that she is visiting her mother Annie in unit #1282.  
M/S/C To consent to Sylvie Martel's attendance as observer.

**4. Explanation of meeting process, rules of order and meeting agreement**

The chair provided an overview of how the meeting business will progress. The chair reviewed the co-op meeting agreements and the co-op's rules of order.

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<sup>1</sup> The territory acknowledgement varies depending on your co-op location.

## **5. Approval of agenda**

**M/S/C**

The agenda was approved as circulated.

## **6. Approval of minutes of June 13, 20xx**

**M/S/C**

The minutes of June 13, 20xx were approved as circulated with the correction of adding Georgia Brown as guest in attendance for agenda item #10.

## **7. Business arising from minutes**

There was no business arising.

## **8. Auditor's Report and Audited Financial Statements**

Johanna Nguyen of Smith Chartered Accountants presented and answered questions about the auditor's report and audited financial statements for the year ending June 30, 20xx.

**M/S/C**

To receive the auditor's report and audited financial statements.

Johanna Nguyen left the meeting.

## **9. Appointment of auditor**

The board recommends reappointment of the current auditor.

**M/S/C**

To appoint Smith Chartered Accountants as auditors for the 20xx-20xy fiscal year.

## **10. Report from Board of Directors**

Olivia Martinez provided brief highlights of the Board Report that was circulated with the AGM package. Directors answered members' questions.

**M/S/C**

To receive the Board of Directors Report

## **11. Election of Directors**

- a. Overview of director responsibilities was provided by Ken Chan.
- b. The board is made up of seven directors in total. Three directors are in the middle of a two-year term: Rodger Taylor, Louise Leroux and Gracy Singh. There are four vacancies created by one resignation mid-year (Brenda Lane), and three directors

whose two-year terms are up (Ken Chan, Olivia Martinez and Jim Wilson.) Of the four vacancies, one is for a one-year term and three are for two-year terms.

- c. Director qualifications (Rule 17.5) were read by the chair.
- d. Nominees who consented to run:  
Olivia Martinez, Sandy George, Paul Sirois, Andrea Williams, Beth Zhang, Hal Mahumed
- e. Remarks from candidates
- f. Voting: The chair explained the voting procedures. Selection of scrutineers: Billy Johnson, Jeanette Khouri and Sam Petrov. Members cast votes by secret ballot.

There was a break in the meeting while the chair and scrutineers counted the ballots.

- g. Announcement of results  
The chair called the meeting back to order as quorum was present and announced the successful candidates:  
**Olivia Martinez, Andrea Williams, Hal Mahumed, (2-year terms) and Paul Sirois (1-year term).**

- h. Motion to dispose of ballots  
**M/S/C**  
To dispose of the ballots.

## 12. Acknowledgements

Members expressed appreciation and thanks to the outgoing board and to other members and committees for their contributions to the co-op.

## 13. Close of Meeting

With no further business to conduct, the chairperson declared the meeting closed at 8:55 pm.

Minute-Taker's Signature \_\_\_\_\_ Chair's Signature \_\_\_\_\_

Approved at General Meeting of \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

Date \_\_\_\_\_