



**2018 Annual General Meeting
Salvation Army Citadel
Victoria BC
MINUTES
February 3, 2018**

Companion Documents:

President's Report
See Powerpoint
Presentation

Treasurer's Report
See Annex A

Slate of Directors
See Annex B

Discussion	Action /Decision Taken
Call to Order, Introductions, Welcome	
The meeting was called to order by President Wendy Loly at 0933 PST; members in attendance was 52 so quorum was achieved and the meeting could proceed. Total attendance including guests was approximately 100 people.	
Wendy introduced herself, and Vice-President Neville Tencer, noting that Secretary Grace Cameron and Treasurer Alvin Thiessen were not in attendance but Grace was listening in via telephone from PEI; Wendy thanked the volunteers (those wearing nametags) and noted that all the documents under discussion today were available on line prior to the meeting and hoped that all had perused them.	
Approval of Minutes from Annual General Meeting of January 28, 2017	
The minutes of the previous AGM were presented for approval; it was moved by Dawn Blais and seconded by Bev Suderman that the minutes be approved; all votes yea.	Motion carried.
President's Report (Refer to PPT Presentation)	
Wendy noted that when she I took on the presidency of CCoP in January of 2016, she had goals regarding memberships, communications, finances, databases and governance. One of the roles of the national organization is to build community through communication accomplished by the website which was set up by Julie Rosenthal, the "Virtual Administrator". Neville has been instrumental in handling the website notices of events and the Member Area resources. He	

<p>has also been diligent in posting on Facebook and so increasing the interaction with the Camino community. Newsletter editor is Cecelia Pineda of Powell River, BC. As you can see much of this work is done electronically.</p> <p>Chapters are the heart of CCoP, where the 'work' of nurturing our members gets done, so one goal was to strengthen the communications between chapters; CCoP has grown from the bottom up while other Camino organizations started at the national level and then added local or regional chapters after that; since we have done it in reverse, we are presented with unique challenges.</p> <p>Better communications between the Chapters would help the chapter leaders to share their innovative ideas and strengthen our organization. This year we have set up a Dropbox where Chapter leaders can share resources. The goal since the beginning has been to bring them all together for face-to-face meeting now scheduled to take place in Victoria in March, in conjunction with the Victoria Spring Pilgrim Gathering; all 15 chapter coordinators from across Canada will meet and this is also a part of the succession plan.</p>	
<p>Action: to keep costs down, billets are needed for all guests rather than pay for hotels; still require couple of beds and/or drivers. Anyone who can assist, it would be appreciated.</p>	<p>Email or see Terry Costain or Wendy.</p>
<p>Hospitalero Training: CCoP has a training team, headed by Mary Virtue (Victoria) and Tom Friesen (London ON); they have produced materials being used or adapted by other international Camino associations and have worked with Judy Gayford (Calgary) and Daphne Hnatiuk (Vancouver) for the 2017 trainings. This is an important part of our service to the international Camino community.</p>	
<p>Memberships: Historically, folks join when they need a credential but only a few support CCoP otherwise; this somewhat addressed with online renewals. As the Chapters grow, they need support to do their jobs of nurturing pilgrim gatherings in their communities; they are providing support to both new and returning pilgrims, and the national level supports the Chapters. This year CCoP has paid for insurance and helped some new chapters with their costs.</p> <p>Each Chapter keeps its own email lists; one may be on a Chapter email list but not actually be a member of CCoP; there is no fee to be associated with one of the local chapters. The membership fee of \$10/year is paid to the national level. One of our goals for 2018 is to move toward bringing these email lists together and making them accessible to both chapters and the national organization.</p> <p>Those in attendance who were not members were encouraged to join up after the meeting, mail in a paper membership form with a cheque, or order and pay online.</p>	

<p>In 2016, the CCoP membership list was in a Yahoo address book; in setting up the website that data was moved to a basic database which has served well for two years but now time to upgrade to a more robust system, at what will be an increased expense. This must be reflected in our ongoing annual budgets.</p>	
<p>Credentials: Issued 1,448 credentials in 2017, 10 more than previous year; incoming orders dealt with by Secretary Grace in PEI, sent back to Victoria to be filled and mailed each Monday; even before you receive your new credential its information has travelled back and forth across Canada!!</p> <p>Peaks and valleys to number of incoming orders, according to the season, with March and Aug-Sept being busiest. However we've seen a 20% increase in orders this January over same month last year! Please allow processing time when ordering – we sort by departure date only when orders are heavy.</p>	
<p>Finances: Anticipated infrastructure costs for 2017 so cut back on donations until costs determined and covered.</p> <p>National level has always supported the chapters financially to help cover the costs of their meetings; in past it was possible to get FREE space, but that is becoming more difficult; as Chapters grow, they require larger spaces which are more costly and their revenues don't always cover these costs. Also, as chapters grow, so do their email lists which become more difficult to handle. So some larger chapters have moved to MailChimp for their email maintenance and delivery. This year the National level arranged insurance coverage for Directors and Chapters, and this will now be an ongoing expense.</p> <p>Did make some donations in 2017: for operating support at the two albergues run by the Confraternity of St. James (at Rabanal and Miraz); for purchase of two computers for Pilgrim House in Santiago; and also to provide support, badges and credentials to eleven military members who walked the Camino in April 2017 as part of their healing process from Post Traumatic Stress Disorder; some of the larger chapters made substantially larger gifts to support other albergues or purchase needed supplies for them (e.g. mattresses).</p>	
<p>External Roles: in contact with Quebec Camino group and also International roles; Past-President Austin Cooke is our Embassy Liaison, meets several times per year with the Spanish Ambassador and presents books, films about the Camino that are produced by Canadians.</p> <p>Sent a rep to American Pilgrims on the Camino (APOC) meeting; CCoP should be present there to ensure good links with that group as interests are often of a similar perspective from this side of the ocean.</p> <p>Relationship with European associations has allowed us to have today's guest speaker from Ireland; as well as close connection with Xacabeo group in Galicia.</p>	

Vice-President's Report (Refer to PPT Presentation):	
Neville Tencer introduced the new role of Vice-President where he is involved in a great deal of the communications for the CCoP; he updates the events on the website and FaceBook; dealt with obtaining insurance to cover both the national level and the Chapters; managed the renaming of the newsletter naming contest; updated the Members Only section of the website; and generally keeping everyone up-to-date on what is happening on the Camino.	
Neville noted that the increases in pilgrim numbers have been consistent over the last several years but that more people are now walking routes other than the Camino Francés. He also discussed the makeup of FaceBook users (mostly women) and we can use that as a proxy for the breakdown of members in the CCoP. Indeed, more women place orders and are, apparently, making the decisions about going on the Caminos. On FaceBook, users like pictures, stories and information on safety issues; items on history or Caminos outside of Europe have less uptake; he reiterated that the Chapters are crucial to introducing people to the Camino and to CCoP and thus are key to the organization. Since membership is a primary sources of our revenues, we need to work on the fact that although we have 5000 people on mailing lists over fifteen chapters, we only have 1500 members.	
Secretary's Report (Refer to PPT Presentation):	
Wendy presented the Secretary's Report on behalf of Grace. <ul style="list-style-type: none"> • Grace filed required not-for-profit corporation reports with Industry Canada in July and September 2017. • Provided input to and took minutes of CCoP Board meetings • Processed online orders for memberships, credentials and badges • Responded to some email and FaceBook questions • Kept our Executive DropBox files in order Grace wrote that she has enjoyed everything that she has been involved with this year and that being in PEI and working with Directors and Coordinators from across the entire country is amazing! Grace most enjoys processing the orders and coming across an individual from the Maritimes since she can travel vicariously through these Maritime Pilgrims.	
There were no questions on the President's, Vice-President's or Secretary's Reports so a call for a motion to accept all three was moved by Terry Costain and seconded by Deb Maloff. All votes yea.	Motion carried.
Treasurer's Report including Financial Statements for 2017 and Budget for 2018 (Refer to slides #31-34 in PPT Presentation):	
Wendy presented the Treasurer's Report as prepared by Treasurer Alvin Thiessen; CCoP finished the 2017 year with healthy balance and no liabilities; income statement was presented with the following notes: <p>#1 Revenue from sales and memberships were strong throughout 2017 - thank you for your support.</p> <p>#2 Our supply of Badges was enough to cover 2017 sales. However, we purchased extra Credentials. We now have enough supply of both Badges and Credentials to cover to early 2019.</p> <p>#3 Hall rentals were down in 2017 - Regional Chapters did not ask to be</p>	

<p>reimbursed for these costs.</p> <p>#4 In the past, AGM expenses were added to the Travel budget line. We have these separated out for more clarity.</p> <p>#5 Our governance committee worked hard, but were able to make other arrangements for conference calls, and so did not need any of this budget.</p> <p>#6 Contributions were made to the Confraternity of St James at previous year levels. Also, we contributed funds to supply a computer and printer to Pilgrim House in Santiago – see "Other Contributions."</p> <p>#7 Although not budgeted, Directors Insurance was purchased which covers all Chapters and the National body of CCoP.</p> <p>#8 The expenses here were for "Mail Chimp" - these expenses will have a separated line for the 2018 budget.</p> <p>#9 Our overall surplus (more income than expenses) for the year 2017 was \$11,377.80.</p>																			
<p>The anticipated cash flow statement for 2018 shows the CCoP expenditures for the Coordinators Gathering been held in March and indicates that we should still have a healthy cash balance at the end of 2018 of more than \$15K.</p> <p>The budget for 2018 was presented (slide #34), with the following notes:</p> <p>#1 Although we do not need to purchase Badges and Credentials in 2018, we will need to have approximately \$7,000.00 in January 2019 to purchase these then.</p> <p>#2 Both Director Insurance and Mail Chimp are new and ongoing yearly expenses.</p> <p>#3 We are looking at purchasing a membership database.</p> <p>#4 Anticipated Revenues & Expenses for the March 2018 Coordinators Gathering are as follows:</p> <table border="0" data-bbox="131 1123 1177 1333"> <tr> <td>Total Travel and Venue Costs</td> <td></td> <td>16,842.50</td> </tr> <tr> <td>Funds to be used:</td> <td></td> <td></td> </tr> <tr> <td> First \$300.00 covered by co-ordinators</td> <td>5,002.42</td> <td></td> </tr> <tr> <td> Grant from Xacobeo Spain</td> <td>4,840.08</td> <td></td> </tr> <tr> <td> CCoP cost</td> <td><u>7,000.00</u></td> <td></td> </tr> <tr> <td>Total funds to be used</td> <td></td> <td>16,842.50</td> </tr> </table>	Total Travel and Venue Costs		16,842.50	Funds to be used:			First \$300.00 covered by co-ordinators	5,002.42		Grant from Xacobeo Spain	4,840.08		CCoP cost	<u>7,000.00</u>		Total funds to be used		16,842.50	
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<p>Questions on the Financial Report and Budget included:</p> <ul style="list-style-type: none"> • If we have only 1500 members, where do all the funds come from? Response: Sales of badges and Credenciales • Explain the donation to the Confraternity of St. James, which was budgeted for \$7K and only spent \$350. Response: Wendy did the budget and used this as a plugged figure to balance the income with the expenditures. Didn't really intend to spend that much. • Question re. National Gathering purpose; Response: this is the first time that all the Chapter Coordinators will be getting together to share ideas and plan for the future. 																			
<p>Call for a motion to accept the Financial Statements as presented and the 2018 Budget as presented. Moved by Bruce McCulloch and seconded by Deborah Ibaraki. All votes yea.</p>	<p>Motion carried.</p>																		

<p>Motions to Amend Articles of Incorporation and Bylaws (Refer to PPT Presentation):</p>	
<p>Wendy thanked the members of the Governance Committee who worked so hard over the past year to arrive at these revisions. She outlined the rationale for the changes to the Articles of Incorporation and to the Bylaws. These were circulated to the members in advance of the meeting.</p> <p>Motion “to revise the purpose of the corporation...replacing the word “planning” with the words “interested in” AND “to change the minimum number of directors from 3 to 7, and the maximum number of directors from 6 to 15.” Moved by Don Blais and seconded by Bev Suderman; all votes yea.</p>	<p>Motion carried.</p>
<p>Motion “to approve amended By-laws of the Canadian Company of Pilgrims as provided in the distributed agenda materials, effective immediately.” Moved by Kevin Kilpatrick and seconded by Bruce McCulloch; all votes yea.</p>	<p>Motion carried.</p>
<p>Wendy presented some biographical details on the three new Directors indicating they all were pilgrims and had a great deal of experience in Chapter management and/or governance.</p> <p>Those standing for election to the Board of Directors for 2018 are: Wendy Loly (BC) Kevin McKinney (NB) Neville Tencer (BC) Mary Virtue (BC) Grace Cameron (PEI) Kathy Kepkay (NS) Alvin Thiessen (MB) Cathy Cavanaugh (NS) Austin Cooke (ON) Jim Rondeau (BC) Ivor Lockhart (MB)</p> <p>Motion “to elect the slate of officers as presented”. Moved by Terry Costain and seconded by Ruth McDonald; all votes yea.</p>	<p>Motion carried.</p>
<p>Business portion of the meeting concluded at 10:25 PST.</p> <p>It was followed by a presentation on the Celtic Camino by Jim McNicholas of the Camino Society Ireland.</p>	

Next Annual General Meeting – February 2019 (TBC)
Prepared by: Grace Cameron, Secretary February 23, 2018

Annex A

Canadian Company of Pilgrims Income Statement For the Year Ended December 31, 2017

	2016 Actuals	2017 Budget	2017 Actuals	Over or (Under) Budget	Nc
Income					
Membership/Credentials/Badges Sold	22,987.00	23,000.00	26,514.33	3,514.33	
Donations & Other Income	79.00	100.00	170.00	70.00	
Total Income:	23,066.00	23,100.00	26,684.33	3,584.33	
Expenses					
Badges purchased	3,788.00	1,000.00	0.00	(1,000.00)	
Credentials purchased	2,584.00	2,000.00	3,145.40	1,145.40	
Chapter Expenses - Hall rentals	681.00	2,000.00	294.50	(1,705.50)	
Postage	2,088.00	2,300.00	2,020.87	(279.13)	
Office Supplies	1,144.00	1,200.00	766.58	(433.42)	
Travel expense	2,298.00	3,000.00	1,487.19	(1,512.81)	
AGM expenses	0.00	0.00	1,140.43	1,140.43	
Web Service & Digital Admin	3,444.00	3,000.00	3,936.25	936.25	
Bank Charges	170.00	100.00	112.80	12.80	
Telecommunications re: governance	0.00	1,000.00	0.00	(1,000.00)	
Contrib to Confraternity of St James	374.00	7,000.00	348.63	(6,651.37)	
Other Contributions	0.00	0.00	484.95	484.95	
Directors Insurance Premiums	0.00	0.00	1,188.00	1,188.00	
Other Expenses	726.00	500.00	380.93	(119.07)	
Total Expenses:	17,297.00	23,100.00	15,306.53	(7,793.47)	
Surplus/(Deficit)	5,769.00	0.00	11,377.80	11,377.80	

Notes:

- #1 Revenue from sales and memberships were strong throughout 2017 - thank you for your support.
- #2 Our supply of Badges was enough to cover 2017 sales. However, we purchased extra Credentials. We now have enough supply of both Badges and Credentials to cover to early 2019.
- #3 Hall rentals were down in 2017 - Regional Chapters did not ask to be re-imbursed for these costs.
- #4 In the past, AGM expenses were added to the Travel budget line. We have these separated out for more clarity.
- #5 Our governance committee worked hard, but did not need to use any of this budget.
- #6 Contributions were made to the Confraternity of St James at previous year levels. Also, we contributed funds to supply a computer and printer to Pilgrim House in Santiago - see "Other Contributions."
- #7 Although not budgeted, Directors Insurance was purchased which covers all Chapters and the National body of CCoP.
- #8 The expenses here were for "Mail Chimp" - these expenses will have a separated line for the 2018 budget.
- #9 Our overall surplus (more income than expenses) for the year 2017 was \$11,377.80.

**Canadian Company of Pilgrims
Balance Sheet
For the Year Ended December 31, 2017**

	Jan 1/17	Dec 31/17
Assets		
Bank - CIBC	11,478.63	22,856.43
Other Assets	0.00	0.00
Total Assets:	11,478.63	22,856.43
Liabilities		
Other Liabilities	0.00	0.00
Total Liabilities:	0.00	0.00
Retained Earnings	11,478.63	22,856.43

**Canadian Company of Pilgrims
Cash Flow
For the Year Ending December 31, 2018**

Cash in Bank at January 1, 2018		22,856.43
Plus:		
Anticipated 2018 Sales & Donations	24,600.00	
Less:		
Anticipated 2018 Regular Expenses	17,600.00	
March 2018 Co-ordinators Gathering Cost	7,000.00	
Cash in Bank at December 31, 2018		22,856.43
Reserve for Credential & Badge purchase	7,000.00	
Cash after January 2019 Credential & Badge purchase		15,856.43

**Canadian Company of Pilgrims
Budget For the Year Ending December 31, 2018**

	2017 Budget	2017 Actuals	2018 Budget	Notes
Income				
Membership/Credentials/Badges Sold	23,000.00	26,514.33	24,550.00	
Donations & Other Income	100.00	170.00	50.00	
Total Income:	23,100.00	26,684.33	24,600.00	
Expenses				
Badges purchased	1,000.00	0.00	0.00	#1
Credentials purchased	2,000.00	3,145.40	0.00	#1
Chapter Expenses - Hall rentals	2,000.00	294.50	1,500.00	
Postage	2,300.00	2,020.87	2,300.00	
Office Supplies	1,200.00	766.58	1,000.00	
Travel expense	3,000.00	1,487.19	3,000.00	
AGM expenses	0.00	1,140.43	1,000.00	
Web Service & Digital Admin	3,000.00	3,936.25	4,000.00	
Bank Charges	100.00	112.80	100.00	
Telecommunications re: governance	1,000.00	0.00	0.00	
Contrib to Confraternity of St James	7,000.00	348.63	500.00	
Other Contributions	0.00	484.95	1,000.00	
Directors Insurance Premiums	0.00	1,188.00	1,200.00	#2
Mail Chimp	0.00	277.93	400.00	#2
Membership Database Solution	0.00	0.00	1,500.00	#3
Chapter Co-ordinators Gathering	0.00	0.00	7,000.00	#4
Other Expenses	500.00	103.00	100.00	
Total Expenses:	23,100.00	15,306.53	24,600.00	
Surplus/(Deficit)	0.00	11,377.80	0.00	

Notes:

- #1 Although we do not need to purchase Badges and Credentials in 2018, we will need to have approximately \$7,000.00 in January 2019 to purchase these then.
- #2 Both Director Insurance and Mail Chimp are new and ongoing yearly expenses.
- #3 We are looking at purchasing a membership database.
- #4 Anticipated Revenues & Expenses for the March 2018 Gathering are as follows:
- | | |
|---|------------------|
| Total Travel and Venue Costs | 16,842.50 |
| Funds to be used: | |
| First \$300.00 covered by co-ordinators | 5,002.42 |
| Grant from Xacobeo Spain | 4,840.08 |
| CCoP cost | 7,000.00 |
| Total funds to be used | 16,842.50 |
| | 0.00 |

Annex B



Slate for Election of Directors at February 3, 2018 AGM

Position	Name	Prov	Term remaining	Term ends
Current Executive				
President	Wendy Loly	BC	1 year	Dec 2018
Vice-President	Neville Tencer	BC	2 years	Dec 2019
Secretary	Grace Cameron	PEI	1 year	Dec 2018
Treasurer	Alvin Thiessen	MB	2 years	Dec 2019
Past-President	Austin Cooke	ON	1 year	Dec 2018
Current Directors				
	Ivor Lockhart	MB	1 year	Dec 2018
	Kevin McKinney	NB	3 years	Dec 2020
	Mary Virtue	BC	2 years	Dec 2019
Nominated Directors				
	Kathy Kepkay	NS	3 years	Dec 2020
	Cathy Cavanaugh	NS	3 years	Dec 2020
	Jim Rondeau	BC	3 years	Dec 2020