

BOMA OTTAWA

2014 Annual General Meeting



AGENDA-2014

- *Call to Order & Confirmation of Quorum*
- *Minutes of the 2013 AGM*
- *2013 Year in Review*
- *Finance Committee Report & 2013 Financials*
- *Concurrence with Actions Taken*
- *New Business*
- *Presentation of Proposed Slate of Directors*
- *Closing Remarks*
- *Adjournment*



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MINUTES OF THE 2013 ANNUAL GENERAL MEETING

Motion 1: Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 27, 2014 adopt the 2013 Annual General Meeting Minutes as distributed.



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BOMA COMMITTEES

Professional
Development

Advocacy

Networking

Board of Directors / Planning & Policy / Finance Committee /

Awards

BOMA
BEST

Energy &
Environment

Technology

Education

Security &
Life Safety

Official Plan
Working Group

Government
Affairs

Industry
Committee

PWGSC
Working Group

Ski

Curling

Spring
Golf

Holiday Lunch

Fall
Golf

BBQ

Marketing / Membership

MOTION TO ACCEPT COMMITTEE REPORTS

Motion 2:

Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 28, 2014 accept the President and Committee reports as presented in the 2013 Annual Report.



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FINANCE COMMITTEE REPORT

- *Financial Governance*
 - *Budgets*
 - *Financial Reporting*
 - *Accounting Process*

- *Three Reserve Funds*
 - *General Operating*
 - *Education Scholarship*
 - *Industry Defence*



FINANCE COMMITTEE REPORT YEAR END STATEMENT OF OPERATIONS

2013 Operating Results

| | General Funds | General Reserve Fund | Education Scholarship Fund | Industry Defence Fund | 2013 Total | 2012 Total |
|---|---------------|----------------------|----------------------------|-----------------------|------------|--------------|
| Revenues | \$ 885,471 | \$ 1,578 | \$ 225 | \$ 465 | \$ 887,739 | \$ 1,355,673 |
| Expenditures | (914,533) | (0) | (3,550) | (39,126) | (957,674) | (1,278,567) |
| Excess (Deficiency) of Revenues over Expenses | \$ (29,062) | \$ 1,578 | \$ (3,325) | \$ (39,126) | \$ 69,935 | \$ 77,106 |



FINANCE COMMITTEE REPORT YEAR END STATEMENT OF OPERATIONS

2013 Year End Fund Balances

| | General Fund | General Reserve Fund | Education Scholarship Fund | Industry Defence Fund | 2013 Total | 2012 Total |
|---|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|-----------------------|
| Balance, beginning of year | \$ 135,147 | \$ 200,000 | \$ 33,225 | \$ 150,000 | \$ 535,147 | \$ 458,041 |
| Excess (deficiency) of revenues over expenses | (29,062) | 1,578 | (3,325) | (39,126) | (69,935) | 77,106 |
| Interfund Transfer | (873) | (1,578) | (1675) | 4,126 | --- | --- |
| Balance, end of year | \$ 105,212 | \$ 200,000 | \$ 45,000 | \$ 115,000 | \$ 465,212 | \$ 535,147 |

FINANCE COMMITTEE REPORT YEAR END STATEMENT OF OPERATIONS

2013 Assets versus Liabilities

| <u>Assets</u> | 2013 General Funds | 2013 General Reserve Fund | 2013 Education Fund | 2012 Industry Defence Fund | 2013 Total | 2012 Total |
|--|--------------------------|------------------------------------|---------------------------|-------------------------------------|-----------------------|-----------------------|
| Current Assets | \$ 234,278 | \$ 200,000 | \$ 45,000 | \$ 115,000 | \$ 594,278 | \$ 679,400 |
| Tangible Capital Assets | 18,012 | | | | 18,012 | 24,790 |
| Total Assets | 252,290 | 200,000 | 45,000 | 115,000 | 612,290 | 704,190 |
| <u>Liabilities</u> | | | | | | |
| Current Liabilities | \$ 147,078 | \$ 0 | \$ 0 | \$ 0 | \$ 147,078 | \$ 169,043 |
| Fund Balances Restricted Internally | | 200,000 | 45,000 | 115,000 | 360,000 | 400,000 |
| Fund Balances Unrestricted | 105,212 | | | | 105,212 | 135,147 |
| Total Liabilities & Fund Balances | \$ 252,290 | \$ 200,000 | \$ 45,000 | \$ 115,000 | \$ 612,290 | \$ 704,190 |

ACCEPTANCE OF FINANCE COMMITTEE REPORT

Motion 3: Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 27, 2014 accept the Finance Committee Report as presented.



ACCEPTANCE OF AUDITED STATEMENTS

Motion 4: Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 27, 2014 accept the Audited Statements as presented with the 2013 Annual Report.



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- *Bylaw Amendment*
- *Closing Remarks*



CONCURRENCE WITH ACTIONS TAKEN

Motion 5: *Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 27, 2014 concur with the actions taken by the BOMA Ottawa Board of Directors since the last Annual General Meeting held March 28, 2013.*



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PROPOSED SLATE OF DIRECTORS 2014-2015

Pierre Azzi

Four Bridge Properties

Cheryl Barrett

Oxford Properties

Shawn Carr

Halsall Associates

Sabiha Casey

Marchand Electrical Company Limited

David Cordick

Brookfield Properties

Oryst Deneka

Colliers International

Jan Fequet

Bentall Kennedy

Kelvin Holmes

Colliers International

Lisa Lejeune

SNC Lavalin O & M

Stephen Nicoletti

Manulife Financial

Nicole Nault-Smith

Minto Properties

Lori Streefkerk

Public Works and Government Services Canada

Timothy Thomas

Perley-Robertson, Hill & McDougall

Beth Whitehead

Morguard



SLATE OF DIRECTORS

Motion 6: Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 27, 2014 approve the Slate of Directors as previously distributed.



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ADJOURNMENT

Motion 9: Be it resolved that the membership gathered at the BOMA Ottawa Annual General Meeting held on March 27, 2014 moves to adjourn the Annual General Meeting.



BOMA OTTAWA

2014 *Annual General Meeting*

