



The Boxer Club of Canada Inc.

Minutes of the Annual General Meeting held on Monday June, 1, 2015

The meeting was called to order at approx. 9:13 p.m. - on-line Moderator/Chair. – President: Dave Gilmour

Attendance (27 members): Arlene Wood (by phone with Shirley Bell), Christine Burton, Cindy Thomas, Dave & Patti Gilmour, Deanne Sinnott, Doris Avery, Francine Gillanders, Irene & Len Waddel, Jack Ireland, Jenny and Michael Catton, Karen Parton, Kim Long, Kimberly Smith, Lillian Wainwright, Marta Nettelield, Mary Curl, Melissa & Mark Mathers, Michael Hockley, Monika Pinsker, Rick Tarrington, Shawn Mealey, Shirley Bell, Tammy Ranta

Dave: I would like to call the 2016 Annual general Meeting to order. Please sign in with your name. While the remaining people are signing in everybody definitely should have had time to read last year's minutes. Is there any errors or omissions from the minutes?

Dave: I move the minutes be accepted as written

Business Arising From the Minutes – None

Treasurer's Report

- **Kim Long:** I don't have a yearly one completed yet...sorry balance as of end of May 13,265.52

COMMITTEE REPORTS

Dave Gilmour: Does anyone on any of the committees have anything to add

Awards:

- **Mary: Annual Awards.** As we have kept everyone in suspense I can announce them now :)
 - **The Haviland Trophy: Top Best of Breed Boxer** - Donated by Mrs Eva Whitmore - **Ch Logan Elm-n-JEMS Your Latest Trick**
 - **The Warlene Trophy: Best of Opposite Sex Boxer** - Donated by Mr Warren Hood - **Am/CGRCH Briley's Wild As The Wind, CGN**
 - **The KG Trophy: Top BB Boxer at Group level** - donated by Kristi Wagg - **Am/CGRCH Briley's Wild As The Wind, CGN**
 - **The Glendora Trophy:** - Donated by Mr & Mrs Bill Langley **Best in Show Boxer Puppy, TIE -- Ch GCh Nastinanâ€™s Wishing For it All & CH Vanquish To Da Rock at Maestro**
 - **The Scher-Khoun Trophy:** - donated by The Boxer Club of Canada in memory of Ben & Shirley deBoer - **Top Sire - TIE - Ch Cinnrhee Hiriveroler Heartacre & Gch Tybrushe's Sultan of Swing**
 - **The Glencotta Trophies:** - Donated by Mrs Lillian Wainwright **For the Dam producing the most Champions in Canada - Ch Tybrushe's Jersey Girl**
 - No Brace or Royal Trophy winners this year
 - I will try to have the whole list of these and title holders up this week
- **Dave:** Thank you Mary and the rest of the awards committee for all your hard work.
 - **Mike:** Plaques will be mailed right away
 - **Lillian:** Mary - have you done the certificates ?
 - **Mary:** No Lillian not yet - thanks for reminding me

Publicity:

- **Rick:** Publicity department is still looking for volunteers to work the booth at the Oakville kennel club and pet expo booth.
 - **Dave:** If anyone can spare just a few hours please give Rick a call or know someone that could help out.

Correspondence:

- **Dave:** Is there any correspondence applying to the AGM Cindy
 - **Cindy:** None

Old Business:

Audit:

- **Dave:** A report was submitted by the audit committee this afternoon and will be published with the minutes. Thanks to Mike and Christine for all their hard work as it has not been easy since Paul's untimely passing. Any comments Mike and Christine?
 - **Mike:** I will have Jenny post it as her computer is working better than mine

*****Secretary's Note: In the interest of saving space I will post the Audit in its entirety here instead of in pieces as it had to be posted to the room*****

Audit of BCCI Finances

Due to the untimely passing of the BCCI Treasurer, Paul Dulong, it was decided that an audit be conducted. The Club appointed Christine Burton and Michael Catton to do the audit.

A box of financial documents and some electronic files were turned over to the auditors for review.

It should be noted that Paul kept very detailed electronic reports during his tenure as Treasurer.

It should also be noted that the documents provided for the audit were not provided by Paul himself but were collected by Paul's family members after his death.

Unfortunately, when the documents were reviewed, it was found that several documents noted in the electronic files were missing.

The majority of invoices, bank statements, receipts (including PayPal statements and credit card statements) and other documents were not included in the package.

As a result, it is impossible to do an accurate reconciliation of the finances of the BCCI.

Based on the information provided, some areas of concern were noted.

1. The annual financial reports were audited by a non-member of the Club which is contrary to the **BCCI By-Laws Section J – Finance – Item 4 which reads:**

1. ***Item 4 - Audit - The financial records of The Club shall be audited by two (2) members in good standing of The Club appointed to do so at the Annual General meeting.***
2. Indication that expenses for Club members attending BCCI Specialties were covered by the Club.
3. Sponsorship monies were not paid to clubs holding BCCI Regional Specialties.
4. Rebates from Regional Specialties were sent from the BCCI to members of the clubs that held the Regionals. The rebate should be sent directly to the club involved.
5. The accounting of the BCCI, NOBC and BCCO combined Specialty (Boxer Extravaganza) is contradicted in different documents.
6. One of the Boxer Extravaganza documents indicates the BCCI received \$1,000.00 sponsorship money from Royal Canin, while another document does not show the BCCI receiving Royal Canin funds but does show the NOBC and BCCO clubs receiving \$500.00 each from sponsorship. There is no documentation to explain this. The final report for the BCCI show shows Sponsor Support at \$1,000.00.
7. The BCCI National Specialty at the Boxer Extravaganza attracted a total of sixty-five (65) dogs which included eighteen (18) Sweepstakes entries. Total entry income is shown as \$1,457.00. Also included as income is \$382.00 in catalogue sales, \$1,104.80 from trophy donations, \$1,000.00 from fund raising (calendar sales), \$107.50 from a 50-50 draw and \$1,000.00 from Royal Canin which indicates a total income of \$5,051.30 which amounts to income of \$77.71 for each dog entered – including sweepstakes entries.
8. The BCCI National Specialty at the Extravaganza was held on Sunday. It was a one day show.

Expenses of concern at the show include:

\$74.02 for Hotel - Ring Steward (no receipt or documentation)

\$254.25 for the VIP Room. The room was rented for two nights and was used by the BCCI, BCCO and NOBC yet all the costs associated with this room were born by the BCCI.

Although there is no invoice or other documentation, it appears that ring set up / take down expenses for the entire weekend amounted to \$50.00. Expenses were divided as follows: BCCI \$350.00, BCCO \$75.00 and NOBC \$75.00.

Trophies and prizes for the BCCI Extravaganza Show are shown as \$2,068.09 but invoices do not support this number.

It appears that all monies for the Extravaganza – BCCI, BCCO and NOBC were funnelled through the BCCI bank account.

Summary

As noted earlier in this report, this audit was ordered after the death of Paul Dulong. The documentation was not provided by Paul himself but rather by his family. Paul is no longer with us and is not able to explain / clarify the areas of concern.

The documentation provided to the auditors does not provide the information required to provide an accurate or meaningful accounting of the BCCI finances.

Suggestions

1. The accounts of the BCCI be used for nothing other than BCCI transactions.
2. Invoices / receipts be provided for any and all payments and these receipts / invoices be kept by the Treasurer and provided to the auditors.

3. We return to the procedures mandated by the BCCI By-Laws. At the end of each fiscal year, the books of the company including receipts / invoices and all other documentation be provided to two auditors who are members in good standing of the BCCI. The accounts are to be audited and the results – including any discrepancies, missing receipts / invoices and other documentation are to be brought to the attention of the treasurer and the Executive for explanation and clarification. The final report is to be posted on the members only portion of the website and brought to the attention of the membership of the Club so the operations of the Club are transparent.

Submitted by Michael Catton and Christine Burton, auditors for the BCCI.

2015 06 06

- **Cindy:** Can this not be sent with the minutes and report?
- **Shirley:** The man is dead. He cannot supply documents nor can he defend himself. Move on.
- **Dave:** I think what we have to look at is all the documentation was not available for you to do an complete audit. Shirley is right Paul is not here to explain how the reporting was done. You have made some good points in your summary and all we can do is move forward from here
 - **Mike:** There is no mention or indication of fraud. I think I made it very clear that Paul is no longer with us and the documents were provided after his death. I was tasked by the BCCI with doing the audit. I am just reporting the facts as presented
 - **Christine:** Shirley, we were asked to audit the books. We are not taking a pot shot at Paul but merely stating that we were not provided invoices to substantiate expenses. We are not saying they don't exist, we are saying we were not provided them.
 - **Monica:** I have a question. Does the BCCI not require a second signature on their cheques? If yes, the second signing officer can, in future, keep a record also of all amounts, cheques issued, dates, etc.
 - **Lillian:** thank you for a very difficult job well done
 - **Christine:** That is the problem. Most payments were electronic transfer. Very few cheques were written
 - **Dave:** Yes Monika there is two signatures. Mine and Kim's
 - **Monica:** That is great. So, in future something like this should not occur again. Thank you to the auditors that did an excellent and difficult job.
 - **Christine:** As stated in the audit we did not receive bank statements, visa statments, just a box of e-mails and a few receipts
 - **Kim:** Since I have taken over there has been no electronic transfer for payments except memebership...everything has been paid by cheque
 - **Mike:** That's great, Kim

New Business:

- **Dave:** First order of business is to **appoint auditors**. Are you two up to the task again?
 - **Mike:** Yes - if the suggestion as to the items provided for the audit are followed as noted in the audit report
 - **Christine:** I have no problem doing the audit...Mike?
 - **Dave:** Thank you very much for letting your names stand
- **Dave:** The second is the setting of dues for the next year. As the club seems to be in a good financial position for now we will leave dues as they are.
- **Dave:** The third I will hand over to Francine as she is the head of the **nomination committee**
 - **Francine:** 50 members responded to the online voting, **Shirley Bell received 32 votes and Chrstine Burton received 18 votes**, one **snail mail vote went to Shirley Bell**
 - **Christine:** Congrats Shirley
 - **Many other congratulations were posted**
 - **Shirley:** Thanks to all who voted for me....I am honoured.
 - **Dave:** Thanks to everyone who took the time to vote.

Dave: If no new business I **would like to motion we adjourn the meeting**. Thank you all for coming out tonight and I hope everyone has a great summer and see you in the fall.

Seconded by Shirley

Meeting adjourned: 10:08 PM

Next Annual General Meeting: June 5th 2017, directly following the Regular June meeting unless the membership is notified otherwise.

Director Reports - NONE