



MILTON CHAMBER OF COMMERCE

SUPPORTING LOCAL BUSINESS SINCE 1888

NOTICE TO ALL MEMBERS OF THE MILTON CHAMBER OF COMMERCE

The 2017 Annual General Meeting of the Milton Chamber of Commerce

will be held on

Wednesday, December 6, 2017

5:15 pm to 6:00 pm

at

Granite Ridge Golf Club

9503 Dublin Line, Milton, ON

Please RSVP to info@miltonchamber.ca

For more information, contact the Chamber at 905-878-0581.

The AGM package including financial statements is attached.

If you are unable to attend, **please complete your proxy form** and send it back to the Milton Chamber of Commerce by:
email info@miltonchamber.ca or fax 905-878-4972.



MILTON CHAMBER OF COMMERCE

SUPPORTING LOCAL BUSINESS SINCE 1888

MILTON CHAMBER OF COMMERCE 2017 ANNUAL GENERAL MEETING PROXY FORM

The undersigned member of the Milton Chamber of Commerce hereby appoints Board Chair Teresa Fularczuk or _____ a member in good standing, attending the Annual General Meeting, as proxy holder of the undersigned to attend, act and vote for on behalf of the undersigned at the meeting of members to be held on December 6, 2017 (including adjournments thereof) in respect of all matters which may come before the meetings the same manner as the undersigned could do if personally present there at, and hereby revokes all proxies previously given.

DATED this _____ day of _____ 2017.

Member's Signature

Member's Name (Printed)

Company Name

Please email to info@miltonchamber.ca or fax to 905-878-4972.

Note: As staff, Scott McCammon is ineligible to stand as proxy holder.



MILTON CHAMBER OF COMMERCE ANNUAL GENERAL MEETING AGENDA

Wednesday, December 6, 2017
Granite Ridge Golf Club
9503 Dublin Line, Milton, ON

1. Call to Order – Chair - Teresa Fujarczuk
2. Remarks of the Chair – Teresa Fujarczuk
3. Adoption of the Minutes of the 2016 Annual General Meeting - Teresa Fujarczuk
4. Confirmation of the Directors’ Actions - Teresa Fujarczuk
5. Report of the Treasurer - Wilfred (Buddy) Edge
6. Report of the Nominating Committee - Teresa Fujarczuk or Lesley Mansfield
7. Election (if required) - Scott McCammon
8. Appointment of the Auditor for the 2017/2018 fiscal year - Teresa Fujarczuk
9. Results of the Election - Teresa Fujarczuk
10. New Business - Teresa Fujarczuk
11. Adjournment - Teresa Fujarczuk



MILTON CHAMBER OF COMMERCE 2016 ANNUAL GENERAL MEETING MINUTES

Wednesday, December 7, 2016

Milton Sports Centre, 605 Santa Maria Blvd. Milton, ON

1. Meeting called to order by President Teresa Fujarczuk at 8:36 am.
2. Adoption of the Agenda of the 2016 Annual General Meeting

It was moved by Steve Dykstra and seconded by Buddy Edge that the agenda of the 2016 Annual General Meeting be adopted as presented. Motion carried.

3. Remarks of the President – Teresa Fujarczuk

Every year at the Chamber of Commerce is a busy one and 2016 was no exception. The Chamber bid a sad farewell to Sandy Martin but welcomed Scott McCammon as our new Executive Director.

Scott and our team at the Chamber; Joanne Barrett, Cheryl Ciccarelli, Melissa Janjevich and Krista Lendardon-Trull, put together another exciting and educational year for our members. Along with our annual events: our Golf Tournament, Sports Celebrity Dinner, Farmer's Market, Business After Hours, Milton Young Professionals, Breakfast with the Mayor and Webinar Wednesdays just to name a few, we also hosted meetings with the Honourable Lisa Raitt, MP Milton, the Honourable Indira Naidoo-Harris, MPP Halton and the Honourable Kevin Flynn, Minister of Labour and MPP Oakville and co-hosted a meeting with the Honourable Charles Souza, Minister of Finance and MPP Mississauga South.

As I enter my second and last year as President of the Board, I look forward to working with those Board Members who will be continuing their terms and the newly elected directors who will be joining us today. The Chamber continues to be the voice of business in Milton and we on the Board encourages lively and thoughtful discussion around the table to advocate for business, nurture entrepreneurship and free enterprise and to provide opportunities for our members to connect, learn and grow. We are honoured to serve over 700 chamber members in Milton and thank you for your commitment to our community.

Thank you to resigned board member Blake Mercer who was an engaged and active member and to Lesley Mansfield, past President of the Chamber. Lesley's personal contributions to the Chamber have been many and her dedication and commitment to the position were exceptional. On a personal note, I will miss her insights and vision which made her such a vital part of our team. She will be greatly missed.

On behalf of the Board of Directors and the Staff of the Milton Chamber of Commerce, all the best for a profitable and productive new year. It is my honour to serve another year

as your Board President and I look forward to a great 2017.

Respectively submitted,
Teresa Fujarczuk, Board President
Milton Chamber of Commerce

4. Adoption of the Minutes of the 2015 Annual General Meeting

It was moved by Lesley Mansfield and seconded by Buddy Edge that the minutes of the 2015 Annual General Meeting be adopted as presented. Motion carried.

5. Confirmation of the Directors' Actions

Teresa Fujarczuk read the following statement to confirm the actions of the Directors' during the previous year.

RESOLVED that all purchases, contracts, membership approvals, contributions, compensations, acts, decisions and appointments by the Board of Directors and Officers since the last meeting of the corporation to the present date, be and the same hereby are ratified and approved.

It was moved by Lesley Mansfield and seconded by Nathan Porter that the actions of the Board of Directors since the previous Annual General Meeting for the year 2016 be confirmed. Motion carried.

6. Report of the Treasurer -

Included in the AGM package are the audited financial statements for the year ending September 30, 2016.

The auditor's report was issued on November 16, 2016 with a clean audit opinion and approved by the Milton Chamber Board of Directors on the same date.

The Milton Chamber completed a successful audit of its financial statements for the year ending September 30, 2016. The auditor's report was issued on November 16, 2016 and approved by the Milton Chamber Board of Directors on the same date.

The Chamber had a good year generating \$625,601 in revenue. This was down by \$21,239 over the prior year due to fewer events held. This resulted in lower ticket sales and sponsorship revenue.

Total expenses for the year were \$640,697 which was higher than the prior year by \$24,606. The majority of the increase in cost is related to one-time costs incurred in the replacement of the Executive Director.

The Chamber closed the year with a net deficit from Operations of \$15,096 versus a surplus for the prior year of \$30,749.

Looking forward into 2017, the Chamber is expecting to produce a small surplus for the year.

Cash at September 30, 2016 was \$142,414 which is down over the prior year by \$30,306. The reduction in cash is a result of the deficit from operations and expenditures to replace computer equipment and software.

Submitted by
Wilfred (Buddy) Edge
Treasurer

It was motioned by David O'Connell and seconded by Leslie McLaren that the report of the Treasurer be accepted and approved as given. Motion carried.

7. Report of the Nominating Committee

Keith acknowledged a clerical error in the original Nominating Committee report as circulated and noted that 5 directors are serving the balance of a two year term which ends in December 2017 not December 2016. Corrected copies were made available to all attendees.

Keith Hesse read the Report of the (corrected) Nominating Committee noting that incumbents:

- Steven Dykstra, Steven Dykstra Law Professional Corporation
- Wilfred Edge, RBC Dominion Securities
- Teresa Fujarczuk, Granite Ridge Golf Club
- Keith Hesse, Aimco Solrec Limited

were seeking another 2 year term and that

- Nathan Porter of SRG was seeking nomination to the Board of Directors for a two year term of 2017 and 2018
- Leslie Fitch of the Milton Public Library was seeking nomination to the Board of Directors for a one year term commencing January 1, 2017.

Keith asked for nominations from the floor three times and as no one was nominated proceeded with the meeting. Keith welcomed the new Directors to the Board.

It was moved by David O'Connell and seconded by Leslie McLaren that the 2017/2018 Report of the Nominating Committee be accepted as circulated and that the proposed slate of officers be accepted. Motion carried.

8. Appointment of the Auditors for the 2016/2017 fiscal year

It was moved by Leslie Fitch and seconded by Mike McLean that The Board of Directors is authorized to appoint Astrid Lakats as the Auditor for the 2016/2017 fiscal year. Motion carried.

9. Results of the Election

The candidates presented by the nominating committee won uncontested election to the Board.

Teresa Fujarczuk will remain as President. Keith Hesse will remain as Vice President. There will be no one filling the Past President role.

The Board welcomes Leslie Fitch and Nathan Poter as new Directors and is pleased to have Steve Dykstra of Steven Dykstra Law Professional Corporation, Wilfred Edge of RBC Dominion Securities, Teresa Fujarczuk of Granite Ridge Golf Club and Keith Hesse of Aimco Solrec Limited return for a new two year term. The Board thanks Lesley Mansfield and Blake Mercer for their service.

10. New Business

- o Teresa Fujarczuk discussed changes to the Constitution and By-laws to better align with current practices in other Chambers.
- o The following changes were approved by the Board of Directors at their Nov. 16, 2016 meeting and are presented here for ratification by the membership.

- o These changes are being proposed to better align with current practices at other Chambers.
- That the Constitution and By-laws be combined into one document. Article 1 & 2 of the Constitution to remain in the blended document.
- That the following changes be made to the titles of the following positions:
 - o That the President will now be known as the Chair.
 - o That the Vice-President will now be known as the Vice-Chair.
 - o That the Executive Director will now be known as the President & CEO.
- That Section 3.15 of the By-laws be amended to read:

3.15 The Chair of the Board and President & CEO (or appointed designate for each) are the Official Spokespeople for the Board and the Chamber. No other person has authority to speak on behalf of the Board or the Chamber.

- That Section 5.4 and 9.1 of the By-laws be amended to require a simple majority rather than a 2/3 vote.
- That a new by-law be added as follows:

5.5 In accordance with the Federal Boards of Trade Act, new members since the last Annual Meeting, having been approved in principle by the Board of Directors, will be formally ratified and approved by a two thirds vote of the members present in person or by proxy at the Annual General Meeting of the Members

- o Astrid Lakats asked why a change was requested in the requirement of a 2/3 majority vs a simple majority and whether the revision had been circulated to members. SMcC noted that this change was circulated to the members as per the requirements of the By-Laws. He added that the simple majority would now be the requirement for any votes on further By-Law amendments. Astrid accepted this answer and raised no further question.

It was moved by Leslie McLaren and seconded by Mike McLean that changes to the Constitution and By-laws of the Milton Chamber of Commerce be adopted as presented. Motion carried.

Teresa Fujarczuk asked for a motion from the floor to adjourn the meeting at 8:50am. It was moved by Leslie Fitch and seconded by Buddy Edge that the meeting be adjourned. Motion carried.



MILTON CHAMBER OF COMMERCE

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2017 NOMINATING COMMITTEE REPORT
BOARD of DIRECTORS - December 2017 to December 2018

RETIRING DIRECTORS

Richard Bolton	Centricity 360 Consulting	(Marketing)
Keith Hesse	Aimco Solrec Limited	(Industry)
David O'Connell	BANG! creative	(Marketing)

DIRECTORS SERVING BALANCE OF TWO YEAR TERM (ending December 2018)

Wilfred (Buddy) Edge	Manulife Securities	(Investments)
Steven Dykstra	Steven Dykstra Law Professional Corporation	(Lawyer)
Nathan Porter	SRG (Stevens Resource Group)	(Recruitment)

INCUMBENTS SEEKING ANOTHER TWO YEAR TERM (two-year term ending December 2019)

Walter Heyden	Dufferin Aggregates	(Industry)
Leslie McLaren	ROXUL Inc.	(Industry)
Fred Scheuer	Intrigue Milton	(Marketing)

IMMEDIATE PAST-CHAIR (automatic term)

Teresa Fujarczuk	Granite Ridge Golf Club	(Entertainment)
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PROPOSED 2018 DIRECTORS (two-year term ending December 2019)

Karen Galasso	RBC Royal Bank	(Finance)
Kim Majetic	Gordon Food Service	(Industry)
Amanda Moss	Chudleigh's	(Industry/Agriculture)

ONE-YEAR APPOINTMENT TO THE BOARD (ending December 2018)

Leslie Fitch	Milton Public Library	(Public Service)
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NOMINATED BY MEMBERS IN GOOD STANDING

TOWN OF MILTON COUNCIL REPRESENTATIVE (no action required)

To be appointed by Milton Council

MILTON CHAMBER OF COMMERCE STAFF (Ex-officio; no action required)

Scott McCammon	President & CEO
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INCUMBENTS SEEKING ANOTHER TWO YEAR TERM

Walter Heyden

Dufferin Aggregates

Walter Heyden has worked for Dufferin Aggregates a division of CRH Canada for 30 years. His career has included maintenance, engineering, project management and most recently as a manager of Dufferin's largest operation the Milton Quarry. The Milton Quarry has operated in the Town of Milton since 1962 and is a proud long time member and supporter of the Chamber Of Commerce. Walter is an alumni of both York University's Schulich School of Business and University of Leicester's continuing education programs.

He has been the manager of the Milton Quarry since 2010 and on the Chamber Board as a director since 2010. He is also sits as the co-chair of the Government Relations Committee. He is married and has 2 children.



Leslie McLaren

ROXUL Inc.

Leslie McLaren is North American Manager of Government Affairs & Corporate Communications for the North American operation of Roxul Inc. Leslie graduated from the University of Western Ontario and received a Masters Certificate in Marketing Communication from York University Schulich School of Business and an Agency Practitioner Certification from the Institute of Canadian Advertising, and Communications and Public Relations certificate from UWO.

Her career has included such organizations as Bank of Montreal, HBJ Holt Rinehart Publishing, a senior Account Manger role with Weaver, Tanner & Miller Marketing Communications, to her current position with Roxul Inc., the world's largest producer of mineral wool insulation.

Leslie has been an active supporter of the community serving as Milton United Way Volunteer Campaign Chair for 2010 2012, and as part of the Milton Chamber of Commerce as a Director, and as President for 2006 and 2007. She was recognized by the Chamber of Commerce as Milton's Business Person of the year for 2012.



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INCUMBENTS SEEKING ANOTHER TWO YEAR TERM

Fred Scheuer

Intrigue Media

Fred is a part owner of Intrigue Media in Milton and Oakville. He generates leads for businesses by helping them develop a marketing plan. His plans typically involve a mix of online strategies, community visibility and strategic networking.

When Fred is not helping businesses grow he enjoys being involved in the community in any way he can. You will often find him participating in sporting events, volunteering at functions or on the golf course looking for his ball in the woods. Fred also enjoys hanging out with friends and family and solving the rubik's cube.





PROPOSED 2017-2018 DIRECTORS SEEKING A TWO YEAR TERM

Karen Galasso
RBC Royal Bank

As a Commercial Account Manager specializing in Healthcare, Karen Galasso has over 13 years financial industry experience with RBC Royal Bank. Karen's role is centered on professional relationship management and delivering top-tier financial advice to the individual needs of Healthcare Professionals. This is a senior role which utilizes highly-developed experience with financial analysis as well as credit and professional portfolio management. Some of the areas of focus with her clients include medical practice and building purchases, equipment financing as well as day-to-day operations advice. Prior to her current role, Karen Galasso has held successful leadership roles in both personal and business financial services.



Karen is an active member of the community, volunteering her time and participating in local community events and a member of her children's school council. Karen is married with three children.

Kim Majetic
Gordon Food Services

Kim Majetic is the Director of Human Resources for the Ontario Division of Gordon Food Service, the largest privately owned Food Service distributor in North America. Kim holds an Honours Degree in Sociology and Political Science and has a Post Graduate Degree in Human Resources Management. Kim possesses over 17 years of Human Resources experience working in the Food and Beverage industry. In these roles, Kim has developed a passion for Organizational Development, Performance Management, Employee Relations, Succession Planning, Organizational Communication and Strategic Talent Acquisition, Diversity Stewardship and Sustainability. Kim deploys a participative management style in a fast-paced environment with a diverse workforce in order to support the aggressive growth of Gordon Food Service. Kim is a proactive and influential change agent who actively encourages the personal and professional growth of her employees by promoting learning opportunities and improving employee engagement. She serves as a Strategic Human Resources Partner to align Business Goals with people and resources to achieve optimum business results and flourish in an industry that is becoming increasingly competitive. Kim believes that a balanced approach of community involvement and inclusiveness is the key to sustaining business growth.



Kim lives in Milton with her husband, Mark and two children, Nadia and Joseph.



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PROPOSED 2017-2018 DIRECTORS SEEKING A TWO YEAR TERM

Amanda Moss

Chudleigh's

Amanda Moss is the HR Manager at Chudleigh's Commercial Bakery. Amanda holds a Psychology Degree from the University of Western Ontario, and a Post Graduate Business Diploma in Human Resources Management. Amanda joined Chudleigh's in 2015 with over 10 years of previous experience in the HR field. Prior to joining Chudleigh's, she held HR roles in engineering and building product manufacturing.

Amanda's experience has been centered around supporting growth, development, and engagement in fast paced work environments. Amanda is an active member of the HR Chamber group as well as the Milton Young Professionals Association. Born and raised in Milton, Amanda now lives in town with her husband, Tyler and daughter, Paisley.



FINANCIAL STATEMENTS

MILTON CHAMBER OF COMMERCE

FOR THE YEAR ENDED SEPTEMBER 30, 2017

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