

## Avon Trail - Annual General Meeting Minutes - 2021

**Date and Time:** 23 November 2021 at 7:00 p.m.

**Location:** Army, Navy, and Air Force Veterans Centre,  
151 Lorne Avenue East, Unit 261,  
Stratford, Ontario

**Present:** 50 people, all fully vaccinated and registered per public health regulations

**1. Welcome:** Opening remarks by Jane Foster, Avon Trail (AT) President.

**2. Motion to adopt agenda: Ken Nicholson/Ted Derry, carried.**

**3. Speaker:** Bruce Graham presented a photo show of his walking trip in Prince Edward Island in September 2021. On behalf of the AT, Ted Derry presented Bruce Graham with a gift of wine in a handmade presentation box.

**4. Refreshment Break and Social Time**

**5. Review of Minutes of Annual General Meeting (AGM) 2020:** Presented by Jane Foster.  
**Motion to accept minutes: Tracy H./George Keirstead, carried.**

**6. Review of 2021 Business:**

**A) President's Report** delivered by Jane Foster. Details included in Annual Report.

**B) Financial Report** compiled by Maria Antonio, delivered by Justin Innes, included in Annual Report. Justin noted that AT is in a sound financial position and has a balanced budget. **Motion to accept Financial Report: Justin Innes/Donna Weitzel, carried.**

**C) Membership Report** delivered by Julia Vryheid. Julia noted that membership has increased from 2020. Website glitches are being solved. Details included in Annual Report.

**D) Trail Map Coordinator's Report** delivered by Bernard Goward. Bernard outlined the process AT follows in keeping maps current with Ondago app and on updates on the website. Noted trail has had 7 reroutes over 13 months. Highlighted new hard copy maps for Stratford Side Trail; trail to be marked with blue blazes. Details included in Annual Report.

**E) Trail Maintenance Report** delivered by Bruce Graham. Noted that trail is in good shape due to many volunteers who work on it. Details of maintenance activities in Annual Report.

**F) Landowner Relations Report** delivered by Terry Aitken. Noted also that Forest Motel lands may not be sold and there is possibility of 2.3km floating boardwalk loop. Noted that Ontario Hydro has removed 2 maples on Line 20 in preparation for construction of new culvert and parking. Work on same anticipated for 2022. Details in Annual Report.

**G) Hikes and Events Report** delivered by Meg Westley, included in Annual Report.

**H) Marketing and Publications Report** delivered by Carol Miller, included in Annual Report.

**I) Store Report** delivered by store manager Gloria Hinz, included in Annual Report.

**J) Newsletter Report** delivered by editor Tom Kimber, included in Annual Report.

**K) Budget for 2021/2022** presented by Justin Innes, included in Annual Report. **Motion to approve 2021/2022 budget: Justin Innes/Terry Aitken, carried.**

**7. Constitutional Amendment:** Proposed amendment adding 3 positions to Board to align with current practice outlined by Jane Foster. Details of positions and their respective responsibilities posted on AT website more than 30 days prior to AGM with hard copy and projected document available for review. See Appendix A. **Motion to add positions of Trail Coordinator, Landowner Relations Officer, and Membership Secretary to Board: Bernard Goward/Ken Nicholson, carried.**

## **8. Retiring and New Personnel and Board Members:**

**A) Commendation and Recognition Awards:** On behalf of AT, Ted Derry and Jane Foster presented Terry Aitken with a plaque. Terry received a standing ovation for his dedicated service to AT. Jane Foster expressed gratitude and presented awards on behalf of ATA to retiring board member and managers, Meg Westley, Julia Vryheid, and Gloria Hinz.

### **B) Organizational Changes 2021/2022:**

- Jane Foster introduced Store Manager, Cindy Kimber (replacing Gloria Hinz) and Membership Secretary, Noreen Ollivier (replacing Julia Vryheid) in 2-year terms.
- Jane Foster introduced Treasurer, Justin Innes (replacing Maria Antonio) in 2-year term and Landowner Relations Officer, Ross Campbell (replacing Terry Aitken) in 1-year term.
- Meg Westley (Hike and Event Coordinator), Terry Aitken (Landowner Relations) and Maria Antonio (Treasurer) are retiring.
- Trevor Paetkau (Director at Large) and Renee Lehnen (Secretary) will complete the second year of 2-year terms.
- Ted Derry (Maintenance and Construction), Jane Foster (President), Carol Miller (Vice President/Marketing), Donna Weitzel (Photo Gallery), Bernard Goward (Past President) will remain on the Board at the present time.

- New Board members needed. See next item.

**9. Introduction of Candidates for 2021/2022 Board of Directors:** Jane Foster introduced candidates for Directors at Large: Paul Abell, Melissa Winkler, David Parratt, Martha Manning and Ross Campbell (Landowner Relations) and Justin Innes (Treasurer)

**10. Election of Directors: Motion to elect Paul Abell, Melissa Winkler, David Parratt, Martha Manning as Directors at Large to the AT 2021/2022 Board of Directors for 2-year term, Justin Innes as Treasurer for a 2-year term, and Ross Campbell as Landowner Relations Officer for a 1-year term: Bernard Goward/Ted Derry, carried.**

**11. Closing Remarks:** Jane Foster thanked membership for ongoing support of the trail, Bernard Goward suggested AT arrange an end-to-end event in 2022 as they are traditionally held every 5 years, and Bruce Graham thanked Cindy Kimber for helping keep statistics on volunteer hours.

See Appendix B for the roster of 2021/2022 Board Members.

**12. Motion to Close: Meg Westley/Terry Aitken, carried.**

Minutes recorded by Renee Lehnen, Secretary

## Appendix A

Article 10 outlines the procedure to be followed in amending the Constitution.

### ARTICLE 10: CONSTITUTIONAL AMENDMENTS

*Amendments to this constitution shall be made, once they have been circulated to club members by a simple majority vote at the Annual General Meeting. Members will be notified of any proposed changes at least 30 days in advance of the AGM, either electronically (email, website) or at a members' meeting.*

The purpose of the following amendment is to add three positions to the seven already listed in the Constitution.

Motion: To add the following positions to **"Article 8 – Other Positions"**

#### **8. Trail Map Coordinator**

- a. Oversees and coordinates with the Trail Captain, the Landowner Relations Officer, the Cartographer, and the President, all changes to Avon Trail maps such as the GPS/KML track, the Ondago app, and the PDF file. Such changes include alterations to the route, the kilometer references, parking, and/or other annotations.
- b. Is a member of the Trail Guide Revision committee whenever that committee functions.

#### **9. Landowner Relations Officer**

- a. Represents the Avon Trail to all Landowners along the trail.
- b. Manages the relationship with all landowners:
  - i. Fields complaints, concerns, and closures,
  - ii. Answers questions re: liability, insurance,
  - iii. Highlights the benefits to, and contributions made by landowners who host the Avon Trail.
- c. Contacts new landowners.
- d. Plans new trail routes with landowners, the Trail Captain, and the Trail Map Coordinator.
- e. Cultivates good relationships with all landowners.
- f. Informs the board of issues relating to or reported by landowners.

#### **10. Membership Secretary**

- a. Maintains the Avon Trail (AT) membership portal via the Avon Trail website, updates membership records, and manages the AT membership web mail. Monitors site at least bi-weekly.
- b. Works with the AT webmaster to resolve membership systems issues, e.g., access problems, website navigation problems, requests for data from website, etc.
- c. Works with the Treasurer to maintain Paypal and complete annual reporting.
- d. Prepares quarterly membership statistics for the Board.

Rationale: All three of these positions are existing positions within the club and are vital to its good functioning. The motion brings the Constitution in line with current practice.

## **Appendix B**

### **Avon Trail Board of Directors 2021/2022**

President: Jane Foster, interim, 1 year

Past President: Bernard Goward

Vice President: Carol Miller, interim, 1 year

Secretary: Renee Lehnen, 2<sup>nd</sup> year of 2-year term

Treasurer: Justin Innes, 1<sup>st</sup> year of 2-year term

Directors:

Trevor Paetkau, 2<sup>nd</sup> year of 2-year term

Martha Manning, 1<sup>st</sup> year of 2-year term

David Parratt, 1<sup>st</sup> year of 2-year term

Melissa Winkler, 1<sup>st</sup> year of 2-year term

Paul Abell, 1<sup>st</sup> year of 2-year term

Ross Campbell, Landowner Relations Officer, 1 year only

Donna Weitzel, Photo Gallery, 1 year only

Ted Derry, Trail Maintenance, 1 year only

