

**Draft Minutes of 2024 AGM  
Sooke Transition Town Society  
Held on March 27, 2025  
Sooke Library, Sooke, BC**

**Members in Attendance:**

|                        |                            |
|------------------------|----------------------------|
| Carol Mallett          | Susan Belford              |
| David Mallett          | Jo Phillips                |
| Sinclair Phillip       | John Plumber               |
| Chris Moss             | Paula Johansson            |
| Lynn Moss              | Levi Meganbir              |
| Diane Bernard          | David Merner (facilitator) |
| Lily Mah-Sen (minutes) | Sue Elrington (guest)      |

**Quorum Declared**

1. Welcome and Introductions
2. Land Acknowledgement
3. Agenda Review. Agenda accepted.
4. Minutes for 2023 AGM  
Moved/Seconded David Ma/John P “to accept the minutes of Sooke Transition Town Society’s 2023 AGM as circulated.” CARRIED
5. Financial Report March 1, 2024 to February 28, 2025. Lily (Treasurer) presented the year-end financial report (see attached)
  - a. Moved/Seconded Susan B/John P “to accept the financial report as presented”. CARRIED
  - b. Moved/Seconded “to forgo the use of an auditor for the 2025-2026 fiscal year” CARRIED
6. Transition Sooke Year-End Review. We viewed Alan’s slide presentation on Transition Sooke’s activities during 2024, with a number of members speaking on various activities accomplished. We concluded that it had been a very active and successful year. Thank-you to all the members for their participation and contributions to making Transition Sooke the vibrant organization it is today.
7. Election of Steering Committee Members. David Ma facilitated the election process. Our Bylaws require that Transition Sooke elects no fewer than 3 and no more than 10 Steering Committee members.

Present Steering Committee members stepping down: Alan, Jo, Lily, David Me, Paula. Gord Wallace resigned from the Steering Committee a few months earlier.

Former Steering Committee members who want to stand again: Alan, Jo, Paula, David Me, and Lily

Nominations from the floor: David Ma called for nominations from the floor (3 times). Hearing none, David declared nominations closed. The members agreed with David Ma's request that we hold an open election. David declared that all the candidates to be elected by acclamation. (as per Bylaw 19.4)

We thanked Alan, Jo, Paula, David Me, Gord, and Lily for their work on the Steering Committee this past year.

8. Guest Speaker: Sue Elrington from Sooke Radio Society. Sue gave an exciting presentation on the new Sooke Community Radio, a volunteer-run online broadcast dedicated to giving a voice to the people of Sooke and the Juan de Fuca Region. Sue is hoping that Transition Sooke would join the Sooke Radio Society and host a program or segment.
9. Adjournment. Moved/Seconded: John/Lily "to adjourn". CARRIED

Attachment: Financial Report (see next page)

## TRANSITION SOOKE

### FINANCIAL STATEMENT MARCH 1, 2024 TO FEB. 28, 2025

#### CORE CHEQUING ACCOUNT

**OPENING BALANCE** (carry over from previous year) **\$3,744.60\***

#### INCOME

##### Donations from Events + Meetings

|                                   |                 |
|-----------------------------------|-----------------|
| How Then Shall We Live Forum      | \$ 261.05       |
| AGM 2023                          | \$ 63.00        |
| Donation Jar at June Monthly Mtg  | \$ 38.25        |
| Donation Jar at July Monthly Mtg  | \$ 74.75        |
| Donation Jar at Sept. Monthly Mtg | \$ <u>10.00</u> |

TOTAL \$ 447.05

##### Individual Member Donations

6 donations \$ 610.00

Sooke Bottle Return \$ 15.60

Donation from Zero Waste Sooke \$ 200.00

**TOTAL REVENUE for the fiscal year** **\$1,272.65**

**TOTAL INCOME** (opening balance plus revenue) **\$5,017.25**

**TOTAL EXPENSES** (see details page 2) **-\$3,026.31**

**BALANCE (carry over to next fiscal year)** **\$1,990.94**

\*Please note: Opening balance includes grant of \$2,500.00 from PICS for How Then Shall We Live Forum which was held March 3. The grant, received in Feb. 2024 was included as income in last year's financial statement.

## DETAILED EXPENSES TRANSITION SOOKE CORE ACCOUNT

### Core Expenses:

|                                    |                 |          |
|------------------------------------|-----------------|----------|
| Word Press Domaine Name Renewal    | \$ 29.12        |          |
| Word Press Yearly Website Sub.     | \$134.40        |          |
| BC Society Registry—Yearly Fee     | \$ 40.00        |          |
| Rise-Up List Serve Yearly Donation | <u>\$ 50.00</u> |          |
| TOTAL                              | \$ 253.52       | \$253.52 |

### Donations and Memberships

|                                      |                 |          |
|--------------------------------------|-----------------|----------|
| Donation to Compost Education Centre | \$ 20.00        |          |
| WE-CAN Membership Fee                | <u>\$ 20.00</u> |          |
| TOTAL                                | \$ 40.00        | \$ 40.00 |

Room Rental, Harbourside Co-housing (6 months@\$25/month) \$ 150.00

Bank and Interac Service Charge \$ 3.00

### Expenses for How Then Shall We Live Forum:

|                                                                          |                |            |
|--------------------------------------------------------------------------|----------------|------------|
| Café Voisino for Snacks                                                  | \$ 155.21      |            |
| Honorariums (S. Alphonse, G. Wallace<br>A Picketts, K Lazzar, D Staneer) | \$ 350.00      |            |
| Snacks                                                                   | \$ 57.67       |            |
| Hall Rental                                                              | \$ 56.00       |            |
| Dahr Jamail Expenses (speaker fee,<br>Travel, food)                      | \$1,514.69     |            |
| Sound System Rental                                                      | \$ 89.60       |            |
| Poster Printing                                                          | \$ 34.17       |            |
| Sooke News Mirror Ad                                                     | \$ 262.76      |            |
| Thank-you cards and gifts                                                | \$ 58.19       |            |
| Service Charge                                                           | <u>\$ 1.50</u> |            |
| TOTAL                                                                    | \$2,579.79     | \$2,579.79 |

**TOTAL EXPENSES: \$3,026.31**

# ZERO WASTE SOOKE FINANCIAL STATEMENT

## MARCH 1, 2024 TO FEB. 28, 2025

**OPENING BALANCE** (carried over from previous year) **\$3,594.35**

### INCOME:

Donations from Repair Cafes \$ 441.25

|             |               |
|-------------|---------------|
| Feb. 2024:  | 19.80         |
| Sept. 2024: | 95.50         |
| Dec. 2024:  | <u>325.95</u> |
| TOTAL:      | 441.25        |

Grant from CRD for Sooke Clean-up (Earth Day 2023) \$ 516.64

Donations for using ZWS Dishes

|                 |             |          |
|-----------------|-------------|----------|
| OPSRRA April/24 | 10.00       |          |
| OPSRRA May/24   | 20.00       |          |
| OPSRRA June /24 | 10.00       |          |
| OPSRRA Sept/24  | 20.00       |          |
| OPSRRA Oct/24   | 10.00       |          |
| Other Feb/25    | <u>8.00</u> |          |
| TOTAL:          | 78.00       | \$ 78.00 |

Sale of Branded Beverage Mugs (Café Voisino)

|                |                 |           |
|----------------|-----------------|-----------|
| Sales Dec.     | \$100.00        |           |
| Sales Jan.2025 | <u>\$ 70.00</u> |           |
| TOTAL          | \$170.00        | \$ 170.00 |

**TOTAL REVENUE MARCH 1/24 TO FEB.28/25:** **\$1,205.89**

**TOTAL INCOME (opening balance plus revenue):** **\$4,800.24**

**TOTAL EXPENSES (see details on page 4)** **- \$3,296.51**

**BALANCE TO CARRY OVER TO 2025** **\$ 1,503.73**

## DETAILED EXPENSES ZERO WASTE SOOKE:

### Sooke Community Hall Rental

|                        |                |           |
|------------------------|----------------|-----------|
| Feb. 2024 Repair Café  | \$56.00        |           |
| Sept. 2024 Repair Café | \$56.00        |           |
| Jan. 2025 Repair Café  | <u>\$63.00</u> |           |
| TOTAL                  | \$175.00       | \$ 175.00 |

### Ads in Sooke News Mirror

|                                |                 |           |
|--------------------------------|-----------------|-----------|
| May 2024 Garden Tool Swap      | \$144.45        |           |
| Aug. 2024 School Supplies Swap | \$144.45        |           |
| Sept. 2024 Repair Café         | \$ 76.35        |           |
| Jan. 2025 Repair Café          | \$ 76.36        |           |
| Jan. 2025 Baby Products Swap   | <u>\$118.64</u> |           |
| TOTAL                          | \$ 560.25       | \$ 560.25 |

### Food/Snacks for Repair Cafes

|                        |                 |           |
|------------------------|-----------------|-----------|
| Sept. 2024 Repair Café | \$ 42.28        |           |
| Jan. 2025 Repair Café  | \$ 74.24        |           |
| Jan. 2025 Repair Café  | <u>\$ 40.46</u> |           |
| TOTAL                  | \$156.98        | \$ 156.98 |

### Communications

|                             |                 |           |
|-----------------------------|-----------------|-----------|
| Website Design              | \$ 500.00       | \$ 808.70 |
| Domain Name Renewal         | \$ 26.46        |           |
| Website Yearly Subscription | <u>\$282.24</u> |           |
| TOTAL                       | \$ 808.70       |           |

### Supplies

|                          |                |          |
|--------------------------|----------------|----------|
| Purchase of Sign-board   | \$ 65.00       |          |
| Purchase of Gorilla Tape | \$ 14.19       |          |
| Photocopying             | <u>\$ 5.85</u> |          |
| TOTAL                    | \$ 85.04       | \$ 85.04 |

Sooke Clean-up (Earth Day 2023) Expenses \$ 749.36

Purchase of Branded Beverage Mugs for sale \$ 549.18

Donation to Transition Sooke Core Account \$ 200.00

Interac and Bank Service Charges \$ 12.00

**TOTAL EXPENSES: \$3,296.51**

## **SOOKE COMMUNITY GARDENS FINANCIAL STATEMENT MARCH 1, 2024 TO FEB. 28, 2025**

|                                                        |                   |
|--------------------------------------------------------|-------------------|
| <b>OPENING BALANCE (carry over from previous year)</b> | <b>\$3,500.00</b> |
|--------------------------------------------------------|-------------------|

|                |          |
|----------------|----------|
| <b>Income:</b> | <b>0</b> |
|----------------|----------|

### **Expenses:**

|                            |          |
|----------------------------|----------|
| Printing file from CD Disk | \$ 77.28 |
|----------------------------|----------|

|                  |           |
|------------------|-----------|
| Landscape Design | \$ 200.00 |
|------------------|-----------|

|                        |             |
|------------------------|-------------|
| Interac Service Charge | <u>3.00</u> |
|------------------------|-------------|

|                 |          |                    |
|-----------------|----------|--------------------|
| TOTAL Expenses: | \$280.28 | <b>- \$ 280.28</b> |
|-----------------|----------|--------------------|

|                                                 |                   |
|-------------------------------------------------|-------------------|
| <b>BALANCE (carry over to next fiscal year)</b> | <b>\$3,219.72</b> |
|-------------------------------------------------|-------------------|