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PAL Ottawa c/o Ottawa Arts Council, Arts Court, 2 Daly Avenue, Ottawa, Ontario K1N 6E2 palottawa.org

ANNUAL MEMBERSHIP MEETING PAL Ottawa Fiscal Year 2016

Monday, June 5, 2017, 6:00 – 8:30 p.m. (doors open at 5:30 p.m.)
Gladstone Theatre, 910 Gladstone, Ottawa

AGENDA

1. Appointment of Meeting Chair and Secretary 6:00 p.m.
 - Outline of Voting Protocol
2. **Motion:** to approve the Agenda 6:02 p.m.
3. **Motion:** to approve Minutes of Last AMM, May 30, 2016 6:05 p.m.
4. Annual Report – Peter Haworth, Chair 6:10 p.m.
5. Welcome and introduction of PAL's new Development Consultant and new Communications and Fundraising Coordinator
Remarks by Development Consultant 6:30 p.m.
6. Treasurer's Report – Waseem Saoub, Treasurer 6:50 p.m.
 - **Motion:** to approve Financial Statements for the year ending December 31, 2016
 - **Motion:** that the Financial Statements for the year ending December 31, 2017 be prepared by the Treasurer and verified by a non-signing director, waiving the need for a review engagement should the annual revenues be less than \$50,000. Should the revenues exceed \$50,000, a review engagement shall be undertaken by an accountant.
7. Nomination Committee's report – Victoria Steele 7:10 p.m.
 - Election of Board of Directors (including call for nominations from the floor)
8. Other Business 7:25 p.m.
9. Adjournment of AMM 7:30 p.m.

Please join us after the meeting for a social gathering