

Inner Journey Canada Seminars Inc.
2020 Annual General Meeting
7:00 pm, February 17th, 2020
8 Sweetnam Drive, Stittsville, ON

1.1) Call to Order

Fred Owen, chair of the Coordinating Circle, called the meeting to order. Approximately 12 members of the Inner Journey Canada community were in attendance.

1.2) Invocation Statement of Vision

Fred Owen read the Inner Journey Canada vision statement.

1.3) Check-in

Fred Owen asked for a volunteer to lead the Community into a Check-in. Craig McCaffrey volunteered.

2.1) Introductory remarks

The chair welcomed the attendees.

2.2) Approval of Minutes from 2019 AGM

The minutes were available for viewing on the IJC web site and were available at the meeting.

“That the minutes of the 2019 AGM be approved as presented.”

Moved: J.F. Sauriol

Seconded: G. Owen

Carried unanimously

2.3) Circle Co-ordinator Reports

Communications (Craig McCaffrey)

Craig mentioned that he has stepped back on some of the duties. Fred is sending out the Newsletters (email); Alana McDonald has volunteered to update and manage the database; and Mark McCondach continues to manage the Facebook account in conjunction with Alana McDonald. Craig will continue sending the “Words to live by” which can include teachings, pictures etc. and continue participating at the Inner Journey Circle monthly meetings until a replacement is found.

Production (Craig Sweetnam)

Craig mentioned some of the activities he has been involved such as ensuring the sound system is delivered and picked up from various sites; booking locations for various events; and storing the men's clothing bins in his home and ensures the bins are delivered to, and picked up from each Inner Journey Intensive. Craig mentioned that due to personal challenges he is stepping back from the Inner Journey Canada production role but will continue to support Michael's events.

Admin (Vacant)

Evan stepped back from the Admin role in September 2019. We thank him for his services.

Love and Care (Fred Owen for Violetta Borowski)

The Love and Care role includes working with 5 or 6 graduates to provide support, logistical and various information calls to all Inner Journey Intensive workshops participants. Duties also include ongoing support (cards) and sometimes personal visits to members of the Inner Journey Community. Violetta went above and beyond the Love and Care role to support the 20th Anniversary Celebration in April 2019 and the 2020 Gala. She also supports the yearly Gala by designing and purchasing volunteers' gifts and centre pieces, and being in charge of decorating the hall.

Enrollment (Synandra)

We had two Inner Journey Intensive seminars in 2019. We also had a Love and Awareness event and a Family Constellation.

Chair (Fred Owen)

Fred thanked all of the co-ordinators for the volunteer efforts during the past year. Their work is essential for the success of Inner Journey Canada, and often goes unnoticed, unrecognized and unappreciated.

I think from a chair perspective, we had a very good gala last year. We had the theme of 'Bring Back Summer' and people seemed to enjoy it. We had a challenge last year in the we did not have a silent auction, so we looked to fill up the space and had some games and activities, and I think a lot of people had fun.

We had a 20th Anniversary party to celebrate 20 years of IJ, and had a lot of people who started IJ at the party, including Michael and Neelama, JF and Alyse, and Pam and Norm. We had a very good turnout.

We had some challenges on the Circle with some co-ordinators stepping down. We asked for volunteers at the October Celebration, and got Alana to step up and help with the IJ database. One of the priorities for the next year will be to fill some of the empty positions on the Circle. I also performed the Treasurer role, and helped out with Communications and Production.

Julie thanked Fred for his contribution on many roles in 2019.

Marketing (Vacant)

There was a discussion about the need to foster continuing programs to retain interest of new recruits and a discussion about doing more marketing. Fred, Marie-Claude, Guylene, JF and Craig S agreed to help.

2.4) 2019 Financial Results and 2020 Budget

The Treasurer, Fred Owen, presented the Inner Journey Canada's 2019's financial statements and the proposed operating budget for IJC for 2020. The financial statements and operating budget were reviewed with Michele Murphy, Josee Portugais and Marie-Claude April prior to the meeting and they were satisfied with the 2019 results and 2020 budget.

Inner Journey Canada had a net income of \$2,105 in 2019 which was \$2,089 higher than budget

- Revenues were \$1,104 higher than budget. This was mainly due to \$750 in cancellation fees, higher staff fees (\$420) and lower bursaries (-\$148) compared to budget. Donations and misc revenues were down (-\$306) because Michael hosted his own community events. Inner Journey did not pay for halls but did not receive donations.
- Expenses were \$984 lower than forecast due to no referral fees and no request for facilitator training. Production costs were higher than budget due to the unplanned 20th Anniversary Party (\$260) and higher costs for Love and Awareness Day (\$622)

The owners' equity increased by \$2,105 in 2019 which is what our net income was. The bursary fund increased by \$488 to \$10,807. The net proceeds from the Love and Awareness Day (\$944) and donations (\$189) more than offset the amount of bursaries granted (\$645)

The 2020 budget is basically a breakeven budget, with a projected net income of \$31

A copy of the 2019 Income Statement and 2019 Balance Sheet are appended to the end of these minutes.

Synandra suggested that the gala be subsidized so that we may get more people. JF suggested hiring a cook/kitchen lead for future IJs. No decision was reached on either of these items.

"That the 2019 Financial Results and 2020 Budget be approved as presented."

Moved: J. Desmarais

Seconded: M.C. April

Carried unanimously

2.5 Nominations and Election of Circle Co-ordinators

Chair:

Fred asked for nominations for the role of Chair. Fred volunteered for the position.

"That Fred Owen be designated as Chair of the Circle."

Moved by F. Owen
Seconded by D. Cuccaro
Carried unanimously

Treasurer:

Fred as chair asked for nominations for the role of Treasurer. Marie-Claude April was nominated.

"That Marie-Claude April be designated as Treasurer."

Moved by M.C. April
Seconded by F. Owen
Carried unanimously

Communications Co-ordinator:

Fred as chair asked for nominations for the role of Communications Co-ordinator. No one volunteered or was nominated, therefore the position remains vacant.

Social Co-ordinator:

Fred as chair asked for nominations for the role of Social Co-ordinator. No one volunteered or was nominated, therefore the position remains vacant.

Production Co-ordinator:

Fred as chair asked for nominations for the role of Production Co-ordinator. No one volunteered or was nominated, therefore the position remains vacant.

Admin Co-ordinator

Fred indicated that there was no need for an admin co-ordinator as this time.

2.6 Joint Circle-Facilitator Meeting

The Chair mentioned that the last Joint Circle-Facilitator Meeting took place in September 2019 and suggested that a one day meeting be scheduled in 2020. This was positively received and Fred then asked for a volunteer to coordinate the meeting. Jack Lafleur volunteered to coordinate this event.

2.7 Meeting Adjournment

Fred called the meeting to be adjourned.

"That the meeting be adjourned."

Moved: D. Cuccaro
Seconded: E. Loziuk

Carried unanimously

2019 Income Statement Vs 2019 Budget

Inner Journey Canada 2019 Income Statement vs Budget				
	2019 Actuals	2019 Budget	Dev	Notes Versus Budget
Earned Revenues				
Inner Journey Fees				
Participant Fees	\$24,710	\$23,567	\$1,143	\$750 in cancellation fees, fewer bursaries than forecast.
Staff Fees	\$3,220	\$2,800	\$420	More staff than forecast
Winter Gala	\$3,409	\$3,407	\$2	
Love and Awareness/IJ Day	\$1,565	\$1,675	-\$110	
User Fees	\$1,215	\$1,260	-\$45	
Donations/misc sales	\$194	\$500	-\$306	Fewer hosted community events
Total Revenue	\$34,313	\$33,209	\$1,104	
Expenses				
Inner Journey Expenses				
Merrywood	\$9,327	\$9,081	\$246	More staff than forecast
Facilitators	\$8,000	\$8,000	\$0	
Groceries	\$4,055	\$3,602	\$453	More spent on food. Refining meal planning for next year
Royalties	\$1,450	\$1,400	\$50	
Referral Fees	\$0	\$420	-\$420	Did not need to implement
Supplies/Printing	\$591	\$300	\$291	More attributed to IJ's. See below
Celebration	\$320	\$350	-\$30	
Travel	\$246	\$500	-\$254	Lower cost for hauling trailer
Misc	\$0	\$0	\$0	
Gala	\$3,467	\$3,467	\$0	
Circle Expenses				
Admin	\$56	\$50	\$6	
Communications	\$136	\$125	\$11	
Enrollment	\$0	\$75	-\$75	Did not spend any
Finance	\$130	\$200	-\$70	CIBC started waiving monthly fee in Oct
Love and Care	\$0	\$250	-\$250	Did not spend any
Marketing	\$0	\$200	-\$200	Did not spend any
Production	\$1,262	\$800	\$462	Higher cost for Love and Awareness
Social	\$902	\$350	\$552	20th Anniversary, IJ's Got Talent, includes 2019 and 2020 galas
Other Expenses				
Insurance	\$2,022	\$2,022	\$0	
Equipment & Supplies	\$244	\$750	-\$506	More supplies attributed to IJ's.
Other/Office	\$0	\$0	\$0	
Facilitator Training	\$0	\$500	-\$500	None requested
Bad debt	\$0	\$0	\$0	
Contingency	\$0	\$750	-\$750	Included in above line items
Total Expenses	\$32,208	\$33,192	-\$984	
Net Income	\$2,105	\$17	\$2,089	

2019 Balance Sheet

		Inner Journey Canada Balance Sheet			Notes
		Dec 31 2019	Dec 31 2018	Difference 2019 - 2018	
Assets					
	Cash and Bank Accounts				
	CIBC	\$36,130	\$31,357	\$4,772	More 'next year' registrations for 2020
	Petty Cash	\$378	\$323	\$55	
	Total Cash and Bank Accounts	\$36,508	\$31,680	\$4,827	
	Other Assets				
	Accounts Receivable - Ijs	\$4,900	\$268	\$4,633	Change in how future IJ's are treated. Consistent with QB
	Prepaid Expenses	\$920	\$925	-\$5	
	Other Assets	\$40	\$40	\$0	
	Total Other Assets	\$5,860	\$1,232	\$4,627	Due to change in how future IJ's are treated. Consistent with QB
	Total Assets	\$42,367	\$32,913	\$9,454	
Liabilities and Owners' Equity					
	Accounts Payable	\$15	\$66	-\$51	
	Other Liabilities	\$0	\$0	\$0	
	Unearned Sales	\$10,799	\$3,399	\$7,400	Due to change in how future IJ's are treated. Consistent with QB
	Total Liabilities	\$10,814	\$3,465	\$7,349	Due to change in how future IJ's are treated. Consistent with QB
	Equity	\$31,553	\$29,448	\$2,105	2019 net income
	Total Liabilities and Owners' Equity	\$42,367	\$32,913	\$9,454	Due to change in how future IJ's are treated. Consistent with QB
	Bursary Fund	\$10,807	\$10,320	\$488	

2020 Inner Journey Canada Operating Budget

2020 Inner Journey Operating Budget				
Revenues	2020 Budget	2019 Expenses	Inc (\$)	Notes
Inner Journey Revenues				
Participant Fees	\$24,607	\$24,710	-\$104	No cancellation fees
Staff Fees	\$3,020	\$3,220	-\$200	Fewer staff
Other Revenues				
Winter Gala	\$3,388	\$3,409	-\$20	Actuals
User Fees	\$1,170	\$1,215	-\$45	Fewer Grace participants
Love and Awareness	\$0	\$1,565	-\$1,565	No Love and Awareness
Donations/Misc Sales	\$50	\$194	-\$144	No planned community events
Total Revenues	\$32,235	\$34,313	-\$2,078	
Expenses				
Inner Journey Expenses	\$23,770	\$23,989	-\$219	Fewer staff, less on groceries
Gala Expenses	\$3,819	\$3,467	\$352	Actual cost for 2020. \$300 room charge in 2020 vs no charge in 2019
Insurance	\$2,165	\$2,022	\$144	Actual cost for 2020.
Circle Expenses	\$1,450	\$2,486	-\$1,036	No Love and Awareness (\$626), 20th Anniversary in 2020 (\$490)
Other Expenses	\$250	\$244	\$6	Printing, copying, supplies
Contingency	\$750	\$0	\$750	
Total Expenses	\$32,204	\$32,208	-\$4	
Net Income	\$31	\$2,105	-\$2,075	