



Inner Journey Canada Seminars Inc.

2024 Annual General Meeting

Tuesday April 2, 2024 at 7:00pm. Fisher Heights Community Centre. 31 Sutton Place Ottawa, ON K2E 5G3

AGENDA

Meeting Administration		
1.1	Call to order	Chair
1.2	Inner Journey Canada Vision	Chair
1.3	Check-in	Chair
AGM Business		
2.1	Introductory Remarks	Chair
2.2	Approval of 2022 AGM Minutes	Chair
2.3	2023 Financial Results	Treasurer
2.4	2024 Budget	Treasurer
2.5	Nominations and Election of Circle Coordinators	Chair
2.6	IJ meditation session	Jack Lafleur
2.7	Meeting Adjournment	Chair
IJC Social Event begins!		



Hyperlinks: [Chair/ Admin](#) [Finance](#) [Communications](#) [Enrollment](#) [Love & Care](#) [Social](#) [Training/ Facilitator Liaison](#)

2023 IJC Chair report – Gris Gutierrez, Chair for 2024 IJC AGM.

Welcome back everyone!

During 2023 the Circle comprised by: Chair/Administration – Gris Gutierrez, Treasurer - Sandra Hauch, Enrollment Coordinator –Robert Boggs, Carla Lipan – Love & Care Coordinator, Amélie Chartrand – Communications Coordination, Alana McDonald – communications volunteer and Synandra Lechner – IJC facilitator and circle volunteer - all met several times between May and December 2023 to discuss preparations for the IJI, and other programs and events to be held during the year.

Here is a summary of events and activities held in 2023:

- Men's Fire Pit - Weekly
- Women's circle - Monthly
- 5 Elements Meditation - Feb 25
- IJs Got Talent - April 1
- Spring IJI - May 11-14
- An Evening with Neelama Eyres - Jun 8
- Radical Acceptance program - Sep 9-10
- An Evening with Michael Schiesser - Sep 11
- Gateway to God - Oct 7-12
- Fall IJI - Oct 26-29

The following positions are vacant and in need to be filled: Chair/Administration, Communications, Love and Care and Social. We hope that these positions will be filled during the election process here at this year's AGM to ensure the ease and flow of running the Inner Journey Canada's events, programs and events for years to come. Thank you in advance to everyone who is willing to step into these important roles so that we may continue to bring a variety of programs and events to the community.



Inner Journey Costs		May 2023 Act	Oct 2023 Act	Total 2023	
Camp Merrywood Costs					
	Base Rental of Camp	\$4,453.00	\$4,453.00	\$8,906.00	
	Deposit paid for Oct Retreat	\$895.00		\$895.00	
	Admin Charge	\$25.00	\$25.00	\$50.00	
	Over 30 sleeping on Thursday	\$148.80	\$139.50	\$288.30	
	Over 30 sleeping on Friday	\$139.50	\$158.10	\$297.60	
	Over 30 sleeping on Saturday	\$158.10	\$186.00	\$344.10	
	Linen per Participant	\$286.65	\$304.20	\$590.85	
		\$6,106.05	\$5,265.80	\$11,371.85	
	Less Deposit already paid	\$895.00	\$895.00	\$1,790.00	May's deposit gets paid in January
	Total Camp Merrywood costs	\$5,211.05	\$4,370.80	\$9,581.85	
	Facilitator Cost	\$4,000.00	\$4,000.00	\$8,000.00	
	Supplies	\$83.23	\$49.34	\$132.57	
	Celebration	\$80.00	\$120.00	\$200.00	Room rental
	Kitchen Lead for October		\$800.00	\$800.00	
	Meal Costs	\$2,649.19	\$2,034.00	\$4,683.19	
	Royalty costs	\$750.00	\$800.00	\$1,550.00	\$50.00 per program participant
	Total Retreat Expenditures	\$12,773.47	\$12,174.14	\$24,947.61	

Circle Costs					
	Admin - File Industry Canada Report			\$14.00	
	Chair			\$40.00	AGM Expense, hall rental
	Communications			\$54.43	Cost of Weebly account
	Enrollment			\$0.00	Inclues \$ for Marketing/promotion
	Finance			\$0.00	cost of ink, paper and stamps
	Love and Care			\$33.31	cards, stamps. Envelopes
	sub-total			\$141.74	
Other Costs					
	Insurance			\$1,826.28	
	Trailer Storage Unit			\$664.44	
	Trailer Repair			\$408.35	one-time
	Domain Registry			\$299.45	For a 5 year term
	Refund of dissatisfied participant			\$925.00	one-time unexpected
	Deposit on Winter Party			\$700.00	Pre-paid 2024 Expense
	2 new laptops for facilitators to use at Retreats			\$903.98	
	sub-total			\$5,727.50	
Total Costs				\$30,816.85	
Net Results for 2023				-\$1,188.85	



NOTES:

2023 budget was based upon holding two IJ Intensive workshops.

- Zoom was paid May 2022, and the 2023 invoice was paid in 2024.
- Purchase of two laptops was not budgeted but offset by the unspent training budget of \$2,000.
- The trailer repair was not budgeted for in 2023.
- The domain Registry was not in the 2023 budget, next time it is due in 2028.
- Full refund of an unsatisfied participant was also an unexpected event.
- Hiring the Kitchen lead for the October program was not budgeted for in 2023.

Food/Groceries	YR 2023	YR: 2022	YR: 2019	YR: 2018	YR: 2017	YR: 2016
Total	\$4,683	\$2,773	\$4055	\$3,468	\$3,352	\$3,874
Kitchen Lead	\$800					
Average Food Cost per event	\$2,342	\$2773	\$2,027	\$1,734	\$1,776	\$1,9370

BURSARY

- Granted one bursary of \$250.00 and one full for \$995.00, which is unusual and not normal practice.

Bursary Tracker		
Value at December 31st 2022 (from balance sheet)		\$10,557.00
Granted in 2023	\$1,245.00	\$1,245.00
Contributions in 2023		
Neelama's June 8th donation to Bursary	\$175.00	
Donation to Bursary Fund	\$925.00	
Bursary Donation from MS	\$23.00	\$1,123.00
Balance at December 31st, 2023		\$10,435.00

The policy to grant bursaries

The standard bursary is 15% of the applicable fee, although under the current bursary policy the treasurer is able to negotiate a bursary up to 30% of the applicable fee. Bursaries up to 60% of the applicable fee are available with approval from the Circle. The Treasurer is responsible for securing approval for the bursary from the Circle if required.

All participants must pay a minimum of 40% of the full program fee.



BALANCE SHEET

2023 Financial Results - Balance Sheet				
ASSETS			NOTES on 2023	2022 Results
	CIBC chequing Account	\$29,280.37	Balance at December 31st, includes the Bursary Fund \$	\$27,617.00
	Petty Cash	\$271.00	\$12 cash reimbursement + 35 cash sale	\$248.00
	Total	\$29,551.37		\$27,865.00
	Accounts Receivables	\$100.00	One staff fee was forwarded to Treasurer in Jan 2024	
	OTHER ASSETS			
	Prepaid Expense	\$740.00	Hall Rental for AGM 40 + 700 Winter Party	
	Total Assets	\$30,391.37	Balance at December 31st	\$27,865.00
LIABILITIES AND OWNERS Equity				
	unearned sales	\$2,700.00	May 2024 deposits of 2,250+ 450 for winter party tickets	\$250.00
	uncashed cheques	\$0.00		\$1,000.00
	Total Liabilities	\$2,700.00		\$1,250.00
	EQUITY			
	Opening Equity Jan 1 2016	\$24,842.00	Retained Earnings are the portion of profits set aside to be	\$24,842.00
	Retained earnings	\$4,488.22	reinvested in business. RE are the profits earned to date.	-\$785.00
	2023 Net Income	-\$1,638.85		\$2,558.00
	Total Equity	\$27,691.37		\$26,615.00
	TOTAL LIABILITIES AND EQUITY	\$30,391.37		\$27,865.00

'Retained earnings are the portion of profits set aside to be reinvested in your business. In more practical terms, retained earnings are the profits your company. 'Retained earnings are the portion of profits set aside to be reinvested in your business. In more practical terms, retained earnings are the profits of your company.

Retained earnings show how much capital you can reinvest in growing your business. Before you take on tasks like hiring more people or launching a product, you need a firm grasp on how much money you can actually commit.

It's easy to get retained earnings and revenue mixed up. So what's the difference between them?

As we mentioned above, retained earnings represent the total profit to date minus any dividends paid.

Revenue is the income that goes into your business from selling goods or services. It represents the total capital a business generates in gross sales. It doesn't take costs, expenses, or dividends into account.

Revenue is also typically measured period-by-period. That's distinct from retained earnings, which are calculated to-date.



2024 BUDGET Proposal					
Participant Revenue			Inner Journey Costs		2024 Budget
			Camp Merrywood Costs-for One Event		
Total Number of participants	30		Base Rental of Camp	\$4,453.00	
Average Rate Per Participant	\$925.00	\$27,750	Late departure on Sunday	\$0.00	
# of Bursaries	2		Admin Charge	\$25.00	
Average Value of Bursaries	\$250.00	\$500.00	Over 30 sleeping on Thursday	\$145.05	\$9.30 + 4% increase = 9.67
Net Participant Revenue		\$27,250.00	Over 30 sleeping on Friday	\$158.10	17 * \$9.67
			Over 30 sleeping on Saturday	\$186.00	20 * 9.67
			Linen per Participant	\$316.37	5.85 + 4% = 6.08
Staff Revenue			Sub-total - Merrywood invoice total		\$5,283.52
Number of full time staff	30		Facilitator Cost	\$6,000.00	Prices in 2024 are up 4% due to propane and hydro
Rate for full time staff	\$100.00	\$3,000.00	Supplies	\$100.00	increase of \$500 per event, per facilitator
Number of weekend staff	10		Celebration	\$150.00	
Rate for weekend staff	\$75.00	\$750.00	Kitchen Lead	\$500.00	one kitchen lead for Oct program for \$1,000
			Meal Costs	\$3,000.00	
Staff revenue			Royalty costs	\$750.00	
			Total Cost for One Program event		\$15,783.52
			Hold 2 events in 2024		\$31,567.04
Winter Party			Circle Costs		
Winter Party Ticket Sales		\$1,710.00	Admin	\$14.00	
			Chair	\$40.00	
			Communications		Weebly account is due in 2025
Other Revenue			Enrollment	\$100.00	zero in 2023
Raffle/Silent Auction	\$0.00		Finance	\$70.00	for paper, inl and stamps, zero in 2023
User Fees	\$0.00		Love and Care	\$100.00	
Love and Awareness	\$0.00		Winter Party Expenses		\$1,701.65
IJ Day (Facilitator Training)	\$0.00		sub-total		\$2,025.65
Donations/Misc Sales		\$0	Other Costs		
Total Revenue		\$32,710.00	Insurance	\$1,915.92	
			Trailer Storage Unit	\$700.00	
			Zoom	\$226.00	
			sub-total		\$2,841.92
Expected Net Revenue for 2024	-\$882.69		Total Costs		\$33,592.69
Add back the value of Bursary	\$500.00		which is funded by bursary bucket		
Net Position after Adding in Bursary	-\$382.69				The bursary is tracked as a separate bucket of money.

Comments:

- Merrywood has increased their fees by 4% due to cost of propane and hydro.
- This budget does not include an expense for Facilitator training.
- The facilitator fee has been increased by \$500.00 per facilitator per event, or \$1,000 per event per team: they are paid for the equivalent of 5 working days on the weekend plus calls to participants before and after the IJ plus reunion evening plus a weekend of training and preparation before each IJ and an evening to review the weekend after each IJ. The increased fee is nowhere near what a facilitator in a business setting is paid. We can accommodate this increase without raising the participant fee for 2024.
- The amount of bursary that is granted reduces the expected revenue, and that amount is added back to the bottom line to reflect the net position. The bursary is funded from a separate bucket (bank account)
- the budget includes \$1,000 for a Kitchen Lead for the October program.
- Meal budget is \$3,000, last year's budget amount was \$2,500, please see next schedule for the actual food costs.



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From the income statement for 2023 Actuals

Kitchen Lead for October		\$800.00	\$800.00
Meal Costs	\$2,649.19	\$2,034.00	\$4,683.19

		Investment	Early Registration (six weeks prior)	
Advertised Prices	formula			
first time participant		\$995	discount \$70.00	\$925
Couple: first time participants (\$100.00 off from two single fees)	$(995 * 2) - 100$	\$1,890	discount \$140.00	\$1,750
Advertised Prices				
reviewing participant	$995 - 100$	\$895	discount \$70.00	\$825
Couple: both reviewing (\$50.00 discount from 2 reviewing single fee)	$(895 - 50) * 2$	\$1,690	discount \$140.00	\$1,550
Couple (first time + reviewer)		\$1,790	discount \$140.00	\$1,650
first-time participant	$995 - 50$	945		875
reviewing participant	$895 - 50$	845		775



2023 IJC Communications report – Amélie Chartrand, Communications coordinator

Since the pandemic, Alana McDonald had temporarily filled the Communications Coordinator role to ensure consistency of the communications products and support the IJI programs. After the May 2023 IJI, Amélie Chartrand agreed to step into the coordinator role to help the team.

She assisted in preparing and sending out emails, updating the IJC website and she assisted Alana with a massive clean up of the email distribution list, as we realized many past graduates were not receiving the IJC emails. After careful consideration, Amélie decided to step down from the coordinator position, but will remain on the communications committee to help in sending out emails to the community and updating the website if needed.

Craig McCaffrey has still been able to adjust the IJC website when asked, but unfortunately, Melissa Thompson needed to step away from the committee due to not having enough time personally to dedicate to volunteering at this time. Comms continues to update the community via email, Facebook and the IJC website, along with maintaining the IJC database.

At this time, the Communications Coordinator position remains vacant. For anyone who is interested, please contact either Alana McDonald or Synandra Lechner for more information about this role.

2023 IJC Enrollment report – Robert Boggs, Enrollment coordinator

While Divy was a significant contributor of IJI participants during 2022 Inner Journey year, the honours this year went to Jack. Jack succeeded in encouraging several of both his male and female clients to sign up for the IJ Intensive.

While we strive for a total of eight women and eight men for a full roster, the May 2023 session had nine women and eight men.

The October 2023 roster changed to seven women and eight men. One woman cancelled on October 12th due to illness but was replaced by another woman. However, another woman cancelled immediately before the Intensive without sufficient time to bring in a woman from the wait list.

Leading into the May 2024 IJ Intensive, women continue to lead the way in signing up to for wellness programs. As of March 14th, there are seven women registered for May with several more on a waiting list or registered for October. Men show a reluctance or resistance to registering until the last minute. As of March 14th, there are only two men registered for the May IJI. Our connection with the Boys to Men may provide some more males from the adults who have witnessed a rebirth in their teenagers.

2023 IJC Love & Care report – Carla Lipan, Love and Care Coordinator

The Love & Care team supported IJ grads and community by sending out various sympathy cards, as well as remained connected through the Facebook social media platform. In preparation of the Inner Journey Intensive Carla Lipan and other volunteers made the preparation/ initial contact phone calls to all IJI May and October 2023 participants before the seminar. Carla Lipan decided to step down from the coordinator position but will remain engaged to help when availability permits.

2023 IJC Social report – Social Coordinator

As the world resumed activities post-pandemic, the Inner Journey Canada community has been creating opportunities for in person for social gatherings. On February 25, 2023, the IJ community was invited to a 5 elements mediation,



followed by IJ's Got Talent on Apr 1, 2023. Currently, the Social Committee Coordinator position remains vacant. For anyone who is interested, please contact Synandra Lechner for more information about this role.