

Ottawa Amateur Radio Club (OARC)

Minutes of the 2025 Annual General Members Meeting (DRAFT)

Date: June 11, 2025 **Time:** 7:00 PM – 9:00 PM EST **Location:** Scouts Canada HQ, 345 Baseline Rd, Ottawa
(In person only)

1. Call to Order

The meeting was called to order by President Roger Egan (VA3EGY) at approximately 7:00 p.m. A short video presentation opened the meeting.

Roger introduced the **board members** and special attendees, including **Ed Sich** (Ham Fest Organizer), **Mike Kelly** (OARC Examiner), **Joanne Egan** (Communications Support), and **Norm Rashleigh** (VE3LC), President of the Ottawa Valley Mobile Radio Club (OVMRC).

Special guest speaker **Bruno (VE2FLB)** was introduced, and his considerable donation of radio equipment to the club was acknowledged.

2. Approval of Agenda and Review of October 2024 Special Members Meeting Minutes

Roger Egan (VA3EGY) outlined the agenda for the meeting, which included the following items:

- Presentation of financial statements for the fiscal year ending April 30, 2025
- Motion: Annual Review Engagement - Waiver of audit for fiscal year 2025-26
- Election of Directors: All current directors have agreed to stand for re-election. (Vote)
- Other special business
- 2025-26 Operational Plan and Budget - Look Ahead

No additional business was identified following a pre-meeting call to members. **A motion to approve the agenda** as presented was made by **Norman Siemens (VE3NPP)** and seconded by **William Henderson (VA3HWA)**. The motion carried.

Minutes from the October 9 Special Members Meeting were tabled. Roger Egan sought a motion to approve the minutes as tabled. The motion was made by **Norman Siemens (VE3NPP)** and seconded by **Michael Kelly (VE3FFK)**. The minutes were passed by unanimous approval.

3. Presentation of Financial Statements for the Fiscal Year Ending April 30, 2025

Treasurer Daniel Boulet (VA3GLB) presented the annual financial statements, noting that the OARC fiscal year ends on April 30.

- **Overall Financials:** Total income for 2024-25 was approximately **\$15,800**, with expenses of **\$13,300**, resulting in a surplus of roughly **\$2,200**.
- **Income Sources:** The three main sources of income were the **New Ham Course**, which was the largest source of revenue, **Hamfest revenue (\$3,800)**, and **membership dues**.
- **Expenses:** Expenses included Hamfest-related costs, miscellaneous supplies (e.g., badges), and some of the new ham kit expenditures. Club activities included Field Day and general meetings.
- **Special Financial Decisions:** The board made several special financial decisions at the end of the last fiscal year. A residual amount of **\$763** from the Carleton grant was converted to revenue. The board also set aside **\$40,000** for a special reserve fund, which requires a special board resolution to access. As a result, the operating account now has a balance of approximately **\$11,000**.

The board has also transitioned to **Zohobooks** as a financial bookkeeping tool. This software costs approximately **\$550** per year and enables budgeting and forecasting features, reduces manual labor, and automatically generates periodic financial reports. This modern software will allow for smoother transitions between treasurers.

The goal is to move towards independent reporting to members to ensure accountability and support potential applications for external funding.

The period from May 2025 to December 2025 will be a special year to test budgeting assumptions and review the chart of accounts before formally changing the fiscal year-end to December 31. A new full budget will be tabled the following November.

Question from the floor: A member asked about a new membership year. Roger Egan noted that with Zeffy, a member's renewal date is based on the 12-month anniversary of their first payment.

Members also asked questions about Zeffy's functionality, privacy, and payment process, to which Roger responded and directed the member to the Zeffy's privacy policy.

Daniel further noted that another reason for moving the fiscal year-end is to ensure it does not fall during a busy financial period. This change will also provide sufficient time between the end of the fiscal year and the AGM to allow for a full audit.

A full financial review is planned for the fiscal year 2026 (January–December). The board will then be able to appoint the audit review agent to review 2026. At the 2027 AGM, members will receive the 2026 review engagement and re-appoint the individual responsible for conducting the review engagement in 2027.

The board prepared a **fiscal year 2025 budget** with the following projected income and expenses:

Income Category	Amount
Membership	\$1,200
Ham Fest	\$3,800
Ham Course	\$8,000
Merchandise	\$8,500

Expense Category	Amount
Radio Operations	\$1,000
Merchandise and New Ham Kits	\$8,500
Ham Fest	\$2,500
Club Projects	\$1,500
Administration	\$3,560

The club is well-resourced with a healthy financial reserve, and there is a concrete plan to continuously improve financial management.

Questions from the floor included the total financial status of the club (operating and reserve funds) and requirements from the Ontario Not-for-Profit Corporations Act (ONCA).

4. Annual Review Engagement - Waiver of Audit for Fiscal Year 2025-26

Daniel Boulet introduced the following motion:

Resolution to Waive the Requirement for Public Accountant Review Engagement for the Financial Year Ending December 31, 2025

- **WHEREAS** section 76 of the *Ontario Not-for-Profit Corporations Act, 2010* (the “Act”) permits a corporation to waive the appointment of a public accountant to conduct a review engagement or audit for a given financial year, provided such waiver is approved by an extraordinary resolution of the members;
- **AND WHEREAS** the Ottawa Amateur Radio Club (OARC) has not historically conducted external reviews or audits of its financial statements;
- **AND WHEREAS** the Board of Directors is implementing a multi-step transition plan to enhance the Club’s financial systems, reporting, and accountability—including the use of formal budgets, modern accounting software, and improved year-end reporting processes;
- **AND WHEREAS** the Board intends to change the OARC’s financial year-end from April 30 to December 31, resulting in a shortened (stub) financial year running from May 1, 2025 to December 31, 2025;
- **AND WHEREAS** the Board recommends that the requirement for a public accountant to conduct a review engagement for this abbreviated financial year be waived in accordance with the Act;
- **NOW THEREFORE BE IT RESOLVED THAT:**

- The members of OARC hereby waive the requirement to appoint a public accountant to conduct a review engagement or audit of the financial statements for the financial year beginning May 1, 2025, and ending December 31, 2025.
- This waiver applies only to the above financial year and does not apply to any future years.
- The Board of Directors shall continue its work to implement financial management improvements with the goal of conducting an external review engagement for the first full financial year ending December 31, 2026.

The motion was moved by **Daniel Boulet** and seconded by **Norman Siemens (VE3NPP)**. It was unanimously approved by a show of hands.

5. Election of Directors

A motion was made by **Douglas King (VA3GY)** to elect the following slate of candidates, effective June 11 until the next AGM:

- **President:** Roger Egan (VA3EGY)
- **Vice President:** Harrie Jones (VE3HYS)
- **Secretary:** Ryan Klomp (VA3WSO)
- **Treasurer:** Daniel Boulet (VA3GLB)
- **Director-at-large:** Ed Sich (VE3WGO)

The motion was seconded by **Bill Henderson (VA3HWA)**. It was unanimously carried by a show of hands.

6. Other Special Business

No special items were identified through pre-solicitation of the members.

7. 2025-26 Operational Plan

Roger covered planned activities based on the club's four strategic pillars:

- **Education:** Planned activities include promoting the Discord Server and New Hams Activities. Roger is seeking an **education coordinator** and additional **teachers** to support the basic Ham Course, currently led by Harrie and Thane.
- **Equipment:** The focus is on modernizing and maintaining radio equipment infrastructure for club use, developing an equipment library, and investing in the repeater infrastructure (VE2CRA). Roger is seeking an **equipment coordinator**.
- **Active Involvement:** The club will encourage members to get actively involved Club activities (including ten monthly meetings, Field Day, Carp Hamfest, Radio in the Park, the RAC Winter Contest, Winter Field Day, Homebrew Night, and World Amateur Radio Day) and in providing

radio-communications support for community events. OARC is seeking an **active involvement coordinator**.

- **Partnerships:** The goal is to strengthen community partnerships to increase membership, build interest in amateur radio, and share resources and space with other clubs. Other focuses include emergency preparedness and formalizing partnerships with Scouts Canada.

The club aims to develop timelines and targets to measure its success and will make an effort to hold interactive sessions to gather feedback.

8. Membership Update

Claude Fournier (VA3VLW) provided a membership update. As of June 11, 2025, there are **101 members**, roughly a 50/50 split between new and existing members. There are approximately 44 inactive members and 260 newsletter subscriptions. The weekly new member intake attracts roughly ten or more new members regularly.

9. Communication Update

Joanne Egan provided a communications update. This year's efforts focused on streamlining the website. The goal is to streamline communications to one newsletter per month. The website now includes a volunteer page to encourage members to find new opportunities to participate in club activities.

A motion to adjourn was made by **Daniel Boulet** and seconded by **Frederick Crowe (VE3LAF)**. The meeting was adjourned at [Time].

Minutes prepared by: Ryan Klomp (VA3WSO), OARC Secretary **Date:** June 11, 2025