



PETERBOROUGH POWER AND SAIL SQUADRON

65th ANNUAL GENERAL MEETING

April 27, 2024

1600 Hours

Beachwood Resort – Lakefield, Ontario





PETERBOROUGH POWER AND SAIL SQUADRON

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**PETERBOROUGH POWER AND SAIL SQUADRON
65th ANNUAL GENERAL MEETING
APRIL 27, 2024**

AGENDA:

- | | | |
|-----|---|----------------------------------|
| 1. | Call to Order | Commander Martha Scott |
| 2. | Welcome | Commander Martha Scott |
| 3. | Moment of Silence | Commander Martha Scott |
| 4. | Roll Call | Admin Officer Gina Lee |
| 5. | Notice of Meeting | Admin Officer Gina Lee |
| 6. | Minutes of Previous Year's Meeting | Admin Officer Gina Lee |
| 7. | Business arising from the Minutes | Commander Martha Scott |
| 8. | Officers' Reports: | |
| | - Commander | Martha Scott |
| | - Education/Webmaster/Social Media | Leigh Mellow |
| | - ROC(M) Report | E. Munroe Scott |
| | - Public Relations Officer | Susan Mellow |
| | - Membership Officer | Jean Blondin |
| | - Admin Officer | Gina Lee |
| 9. | Receipt of Reports | Admin Officer Gina Lee |
| 10. | Financial Officer's Report/Internal Audit Review Committee Report | Financial Officer Leann Blondin |
| 11. | Unfinished Business | Commander Martha Scott |
| 12. | Presentations | Commander Martha Scott |
| | - Merit Marks/Citations | |
| 13. | Nominating Committee Report | Past Commander Nick Cliteur |
| 14. | Change of Watch | District Commander Bill Thompson |
| 15. | New Business | Commander Martha Scott |
| 16. | Termination of Meeting | Commander Martha Scott |

PETERBOROUGH POWER AND SAIL SQUADRON
64th ANNUAL GENERAL MEETING

Minutes of the Annual general Meeting of Members
Beachwood Resort, Lakefield, Ontario

May 6, 2023

CALL TO ORDER

The Chair, Commander Martha Scott, called the 2023 Annual General Meeting to order at 4:30 pm.

WELCOME

The Chair welcomed Squadron Officers and members and our guest, District Commander Bill Thompson and his partner Karen Reid.

MOMENT OF SELENCE

The Chair then requested all present to observe a moment of silence in respect for the passing of some of our members during the past year.

ROLL CALL

At the request of the Chair, the Secretary then read out the Roll Call of Squadron Officers attending the meeting.

Regrets from: RVCC Officer Ron Gernat and Officer at Large Doug Hagan

The Secretary declared that a quorum was present.

NOTICE OF MEETING

The Secretary then stated that the notice calling this Annual General Meeting had been duly given in accordance with the Squadron Bylaws and tabled a copy of the Notice of Meeting.

The Chair declared the meeting properly constituted for the transaction of the business for which it has been called.

Moved by Nick Cliteur, Seconded by Jim Lee

That this meeting not be recorded.

Carried.

MINUTES OF THE ANNUAL GENERAL MEETING, 2022

The Secretary stated that copies of the minutes of the Annual general Meeting, held on May 7, 2022, were available as part of the AGM package prepared for 2023.

Moved by Munroe Scott, Seconded by Leigh Mellow

That the reading of the minutes of the Annual General Meeting held May 7, 2022, be dispensed with.
Carried.

Moved by Leann Blondin, Seconded by Karen Morgan

That, having no errors or omissions, the minutes be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

OFFICERS' REPORTS

Commander	Martha Scott	Distributed
Educational Officer	Doug Hagan	Distributed
ROC(M) Officer	E. Munroe Scott	Distributed
Public Relations Officer	Susan Mellow	Distributed
Membership Officer	Jean Blondin	Distributed
Administration Officer	Gina Lee	Distributed
Social Media Officer/ Webmaster	Leigh Mellow	Distributed
Newsletter Officer	Martha Scott	Distributed

RECIPT OF REPORTS

Moved by Jean Blondin, Seconded by Nick Cliteur

That the reports of the Officers, as reported to the meeting and filed with the Secretary, be received.
Carried

FINANCIAL OFFICE'S REPORT/INTERNAL AUDIT REVIEW COMMITTEE REPORT

The Financial Officer provided her report including the Squadron Audit review committee's report.

Moved by Jim Lee, Seconded by Munroe Scott

That the Financial Officer's Report be accepted as presented.
Carried

Moved by Jean Blondin, Seconded by Leigh Mellow

That the Internal Audit Review committee report be accepted as presented.
Carried

UNFINISHED BUSINESS

There was no unfinished business arising from the reports.

PRESENTATIONS

The following Merit Mark Certificates were presented:

(Note 1: * Recipients were not in attendance and will receive their certificates at a later date.)

(Note 2: The following Merit Marks are for the year January 1, 2021 – December 31, 2021. Merit hours for the year 2022 have been approved but not distributed by the National Office at this time.)

Melody Roberts	1 st	Ron Gernat	1 st
Leann Blondin	5 th	Jean Blondin	5 th
Martha Scott	5 th	Munroe Scott	5 th
Nick Cliteur	10 th	Gina Lee	12 th
Jim Lee	14 th	Leigh Mellow	17 th
Susan Mellow	17 th	Doug Hagan *	19 th
Karen Morgan	21 st	Mel Little	22 nd

In addition, the following Longevity Pins were presented to those who have reached milestone Merit Marks:

Leann Blondin	5 years	Jean Blondin	5 years
Martha Scott	5 years	Munroe Scott	5 years
Nick Cliteur	10 years		

Letters of Appreciation were presented as follows:

Brian Simard

Leann Blondin

Leigh Mellow

Susan Mellow

Mel Little

Munroe Scott

Commander's Citation was presented to Gina Lee

NOMINATING COMMITTEE REPORT AND ELECTIONS

The Chair stated that it was in order to proceed with the election of the Officers of the Squadron, notice of which was given in the Notice of the Annual General Meeting and I the Report of the Committee on Nominations, which accompanied it, the Chair then asked that the current Squadron Officers step down and that D/C Bill Thompson act as Chair of the Meeting.

D/C Bill asked the Secretary if any further nominations had been filed, other than those contained in the Report of the Committee of Nominations. The Secretary responded there were none.

D/C Bill stated that since there were no other nominations filed other than those contained in the Report of the Committee of Nominations included in the notice of this meeting, there was no need for a ballot. The Secretary cast a single ballot for election of the names in the Report of the Committee of Nominations, and the Chair declared these persons to have been fully elected and appointed to serve until the next Annual General Meeting.

The Chair asked the Secretary if any other nominations had been received for the position of Internal Audit Review committee other than the nomination contained in the Report of the Committee on Nominations. The Secretary replied in the negative. The Chair then advised that Diane Couse is eligible for appointment at this meeting as member of the Internal Audit Review Committee for Peterborough Power and Sail Squadron.

Moved by Jim Lee, Seconded by Munroe Scott

That Diane Couse be appointed as member of the of the Internal Audit Review Committee for Peterborough Power and Sail Squadron to hold office until the next Annual General Meeting.

Carried

CHANGE OF WATCH

D/C Bill pledged Commander Martha Scott and the remaining elected and appointed officers, and Commander Martha then took the Chair.

NEW BUSINESS

The Chair asked if anyone had any new business to bring before the meeting.

- D/C Bill reminded us of the Waypoints Newsletter, a monthly communication email from the National Office from the National Department heads. Highlights of the April newsletter include an introduction to Kelly Simons, the new National Office General Manager, information about the new PCOC link, and the newly dedicated person to assist with membership renewals.
- The Chair reminded the Squadron Officers of the next virtual squadron officers' meeting on Wednesday May 10 at 1900 which will include an in-depth budget discussion.
- D/C Bill advised us of the District AGM on Thursday, June 15 at 7:00 pm at the Cobourg Yacht Club.

TERMINATION OF MEETING

There being no further business to come before the meeting, the Chair declared the meeting terminated at 5:08 pm.

Signed _____
Commander

Signed _____
Secretary

Peterborough Power and Sail Squadron
“CanBoat – Nautisavoir”
Report of the Squadron Commander

It is a great joy to share my thoughts with you, as Commander of the Peterborough Power and Sail Squadron. We have a truly incredible team of boating enthusiasts and promoters of boating safety education whose work impacts the Peterborough region and beyond. I have it on good authority (from our Promotions Officer, Susan Mellow) that Peterborough often provides an example of what a small squadron can accomplish through communication, quality instruction and dedication to the goals of the national organization. We are also a valued team member within Quinte District, and we thank DC Bill Thompson for his continued guidance and mentorship.

In 2023-2024, I had the privilege of attending the National Conference and AGM held in October in Windsor, Ontario. I wish to thank Quinte District for their financial support and for allowing me to represent the District and our squadron at these meetings. As a result of attending the conference, I have been recruited as a Co-Chair of the Boating 4 (Near Shore Navigation) refresh committee and this will allow Peterborough Squadron access to the most up to date information on the work of the education committee. I am especially proud of the fact that we continue to teach courses, thanks to the hard work of SEO Leigh Mellow and his team of fellow instructors (Doug, Mel, Susan, Munroe (ROC-M) and myself). Thanks also to Brian Simard for his hard work on the speaker series committee.

I am also awed by the dedication and hard work of all our officers (if you will permit me to use military language one last time). We have an especially large team of 10 – 12 long-standing and experienced officers and this is unique amongst squadrons nationally, especially considering that we now have approximately 95 members. We have promoters and social media gurus (Susan and Leigh), excellent administrative assistance (Gina), a historian (Mel), a past commander (Nick), solid financial advice (Leann) and a very hard working and persistent membership officer (Jean). We also have experienced long-time officers (Karen and Jim) who continue to provide encouragement and wisdom as we move forward. Many thanks to Ron Gernat, who retired this year from his role as RVCC officer. I wish to thank every one of you, along with our supportive membership, for your tremendous hard work – all undertaken with humour, patience and goodwill. We certainly know how to have fun as a group! This year, we learned that our new organizational tag line is “CanBoat-Nautisavoir”, and we have an awesome new logo as well. I encourage all of you to join with me in promoting this new image throughout Peterborough. Our goal is to make the national organization and all its chapters the first choice of Canadians for boating education. By changing our public identity, we hope to recruit new members, capture a larger share of the boating education market, and grow the team that runs our little ship.

Many thanks to all of you. I could not do any part of this job without your mentorship and support,
Martha Scott
Peterborough Squadron Commander

Educational Officer

Webmaster/Social Media Officer/Training

As Educational Officer again this year, I have been provided assistance and support by our talented bridge members Doug Hagan, Mel Little, Martha Scott, Munroe Scott and Susan Mellow. This year's course has been updated and it is now called 'Basic Navigation And Boat Handling'. We have an overflow crowd of 16 students this year. This was again presented in the online hybrid teaching format. We have found that this mode of teaching provides an excellent learning experience for all involved. As with last year we are currently approaching the course conclusion, all active students are trending with marks of 80% or better.

Munroe Scott continues to do an excellent job for 2023/24 managing the Marine Radio course with this detailed in his personal report. Speakers Series has been revisited this year with discussions on The Trent Severn, Financial Costs of the Loop, and Cold Water Boot Camp. These are free informational seminars and again they have been popular and very informative for all.

We were approached this year by Paris Marine to provide a safety seminar for their Ladies Making Waves on water training day.

Social Media

For 2023/2024 we as a squadron, continue to be active in our social media accounts in Facebook, Twitter, Instagram, and Pinterest. Overall, we generated 302 more followers, 645 posts, and averaged over 5000 direct impressions, on all platforms, on a month basis. We have promoted successfully Flare returns, RVCC, Marine Radio, Basic Navigation And Boat Handling and the Speakers Series through our social media accounts and on our Peterborough Squadrons' web page. We did continue to reach out to promote National Online courses and subjects of interest for our Squadron and for boaters at large.

Our website www.peterboroughsafeboating.org continues to be monitored and updated on a monthly basis. The website is used to promote our courses and our social events. We have also attempted to post articles of interest to our membership and the public at large on a regular basis. Again, for the forthcoming year we will continue our usage of all electronic media for the advertising of our Squadron, it's social events and our courses. All new social media types will be actively investigated for use of the Peterborough Squadron

DATED March 6, 2024



Education Officer
Web/ Social Media Officer



Maritime Radio Examiner Report

This past year saw a significant change in the radio course. The course itself was revamped and updated and the way the course is examined was changed as well. Previously, the student scheduled either a zoom call or an in-person appointment to take the exam that we all remember from the days of in-person instruction. Now, the new course setup provides for a two-part examination process. Part one is taken online and once that has been completed, part two is scheduled with the examiner through the zoom platform. This second part takes less than 30 minutes and therefore allows for a completed examination before the 30-minute zoom time limit. The oral examination is done through a shared screen and consists of a randomized selection of questions from a question pool. The questions include four areas of competency. There are questions testing knowledge of the phonetic alphabet, making routine calls to locks, marinas, etc., as well as each of the safety, urgency, and distress calls. In the last year (April 2023-March 2024) a total of nine people took the radio exam and received their ROC(M). One person took the exam in person and failed. There continues to be several people who have registered for the course and not completed it. Examinations tend to increase through the spring season.

Submitted by,
Munroe Scott - registered examiner for Peterborough Squadron

PRO Marketing Report

Kawartha Cottage Magazine was delivered by Canada Post in June of 2023 to homes and cottages in Peterborough County and south to Rice Lake. The Visitor's Guide was delivered in June by Admax to Visitor Centers, marinas, restaurants, corner stores, Chamber of Commerce and other select locations. Two hundred Visitor Guides were given to our Squadron to use as hand outs during various summer events – Flare Return program, RVCC, and Women Making Waves. The remaining copies were hand delivered to businesses where boaters tend to frequent often during the boating season.

Both magazine and guide had a ¼ page insert and articles promoting courses, membership, and safety tips. A big thanks goes out to Commander Martha Scott for helping to craft these articles.

In July, Paris Marine Women Making Waves safety seminars and on water training was held at McCracken Landing. I was part of the seminar team that talked about the safety equipment required on board your vessel. Others on our team included Martha Scott, Doug Hagan and Leigh Mellow. Paris Marine was responsible for the on-water training.

Attended Chamber of Commerce promotional video shoot at Little Lake June 2023. Martha Scott did an excellent presentation which highlighted safety equipment and who we are.

Speakers Series - Publicity for each speaker was highlighted in the national CPS-ECP Members Newsletter OnBoard. It was sent to recent boating course graduates as part of the new Nurturing Program and visible on the national CPS Facebook, X (Twitter), and Instagram platforms. Canadian Boating, formerly Canadian Yachting sent our Speakers Series broadcast to their clients digitally.

Also mentored and supported our Educational Team during our Moodle Boating Course 2/3.

Respectfully submitted,
Susan Mellow P

Membership Report

For the year 2023-24 membership numbers and participation continues to be greatly affected by two main factors;

1. Covid-19 and general health concerns has kept activities to a minimum with a few squadron activities. Bridge meeting and speaker series are online, we only held 1 summer outdoor get together and a small group attended the pizza and bowling. Few members attended last year; people seem to be re-evaluating their activities and the squadron is not always a winner.
2. IT system is running well, and improvements continue to be installed. Renewal notices go out to members well ahead of expiry date. Expired members are "on hold" status after 30 days and "Cancelled" after 60 days. Renewal appears to be much easier, and few have issues renewing.
3. Removal / conversion to regular membership for associates was implemented last year and we now have no way of knowing if they remained members or quit unless I start doing comparisons with old files. Not that important as there were only a few but it likely did impact on currently membership decline.
4. Last year there wasn't a process in place to keep track of members once removed from the database. Once gone, they are gone; the squadron cannot rely on the database to review and catch members that are no longer present. Difficult to accept that CPS has given up on those members.

- Update, a new dashboard provides the ability to extract all members, past, present, and historical. Helpful but little success at convincing expired members to renew.

5. The new dashboard is not yet as functional as I would like. Although historical data is there, I find it difficult to get all the information that I like for my analysis. I still use the old dashboard.

The squadron membership officer spends his efforts in the following two areas;

1. Contact all expiring or expired members and offer assistance in renewing.
2. Submitting tickets for those with issues, few tickets by year end.

Success of contacting members is still very important with most renewing while losing a few that are not boating. Currently losing roughly 12% of members on a yearly basis.

The effort to contact members starting by email and followed by calling was well received by many and about 50% of members renewed once contacted. Many due to medical/age have given up boating and a few decided to not renew due to lost interest.

Squadron Numbers at year end is 13 fewer than last year:

- active members	82
- Life Members	<u>11</u>
Total numbers	93

Jean Blondin

Membership Officer
Peterborough Power and Sail Squadron

Admin Officer / Secretary Report

It was a pleasure to function as Admin Officer and Secretary for the Peterborough Squadron for the past year. A friendly and cooperative environment, our Squadron Officers all work together toward our common goals, and we have fun doing it!

For 10 Squadron Officer meetings this year, I drafted agendas for the Commander's approval, attended the meetings, and took and distributed minutes, and I facilitated the documentation for our in-person AGM at Beachwood Resort. Nine of our Officer meetings were virtual; our August meeting was at the home of Commander Martha Scott and ROC(M) Officer Munroe Scott, preceded by a wonderful barbeque. Our wholehearted thanks to Martha and Munroe for their hospitality!

I also participated in the Speaker Series Subcommittee with an awesome group of people interested in providing additional entertainment and education to our squadron members, their family, friends, and neighbours. The sessions were well attended and well received, and we look forward to another slate of Speaker Sessions in 2024. My whole-hearted thanks to Brian Simard, Doug Hagan, Jean Blondin, Leigh Mellow, Susan Mellow, and Martha Scott for all their amazing work on this committee.

I am looking forward to another year with the Squadron as Admin Officer/Secretary. Many thanks to all my fellow officers for making my job fun and rewarding!

Respectfully submitted,

Gina Lee S

Admin Officer/Secretary, Peterborough Squadron

CANADIAN POWER & SAIL SQUADRONS
STATEMENT OF NET ASSETS

As of March 31st, 2024

Peterborough	Squadron	Quinte	District
CURRENT ASSETS		Current Year	Previous Year*
		\$	\$
A. CASH & INVESTMENTS (Totals from Journal columns)			
- on hand and in bank accounts (from 6.0)	A.1	7,251.73	8,032.53
- funds at HO (if any)	A.2	0.00	0.00
- investments (at cost) with Banks, Trust, etc. (from 8.0)	A.3	5,000.00	4,000.00
Total - Cash & Investments (add A.1 + A.2 + A.3)	A.	12,251.73	12,032.53
B. ACCOUNTS RECEIVABLE (amounts owing to you)			
	B.	0.00	0.00
C. INVENTORIES (course materials)			
	C.	0.00	0.00
D. TOTAL CURRENT ASSETS (add A. + B. + C.)			
	D.	12,251.73	12,032.53
CURRENT LIABILITIES			
E. ACCOUNTS PAYABLE (owed by you)			
- amounts owed by you, other than to HO	E.1	0.00	0.00
- account at HO (if any)	E.2	0.00	0.00
Total - Accounts payable	E.	0.00	0.00
NET ASSETS			
F. NET ASSETS (subtract E. from D.)			
	F.	12,251.73	12,032.53

Approved:

Treasurer :	Leann Blondin		
Commander :	Martha Scott		
	Name	Signature	Date

Notice to Professional Accountants: this form does not include any fixed assets or accruals.

* Copy figures from last year's Statement to this column

CANADIAN POWER & SAIL SQUADRONS
STATEMENT OF RECEIPTS & DISBURSEMENTS

From April 1st, 2023 to March 31st, 2024

	Peterborough	Squadron	Quinte	District
			Current Year	Previous Year*
			\$	\$
1.0 RECEIPTS (Totals for year)				
1.1 Member Dues & Contributions			680.00	745.00
1.2 CPS Courses Conducted			1,294.50	3,861.50
1.3 Travel & Other Assistance Received			0.00	0.00
1.4 Meetings & Events			696.00	832.00
1.5 Newsletter & Other Advertising Revenue			100.00	318.00
1.6 Regalia Sales			0.00	0.00
1.7 Interest on Bank Account (include GST/HST and QST Recovery)			284.94	21.88
1.8 Other (Cash Donation/CPS CR) _Handling Credit / GIC Transfer In_			615.00	205.90
1.9 Advances (received during the year)			0.00	0.00
1.0 TOTAL RECEIPTS for YEAR			3,670.44	5,984.28
2.0 DISBURSEMENTS (Totals for year, including GST/HST and QST)				
2.1 Course Materials			0.00	0.00
2.2 Examination Fees			75.00	0.00
2.3 Classroom Rentals			0.00	49.90
2.4 Meetings & Events			1,031.51	2,170.23
2.5 Travel & Accommodation			310.00	0.00
2.6 Newsletters & Publications			0.00	121.36
2.7 Advertising & Public Relations			1,365.04	864.45
2.8 Office, Postage & Stationery			0.00	0.00
2.9 Telephone & Communications			341.71	220.35
2.10 Training Aids & Equipment Purchases			0.00	0.00
2.11 Dues & Contributions (including donations)			152.20	54.80
2.12 Regalia Purchases			0.00	103.96
2.13 Interest & Bank Charges			0.00	0.00
2.14 Other (Please specify) _____			175.78	0.00
2.15 Advances (repaid/paid out during the year)			0.00	0.00
2.0 TOTAL DISBURSEMENTS for YEAR (including GST/HST and QST)			3,451.24	3,585.05
3.0 SURPLUS or (DEFICIT) (subtract line 2.0 from 1.0)			219.20	2,399.23
4.0 Net Change in From (out To) Investment Accounts (+/-)			-1,000.00	-1,500.00
5.0 CASH in Bank - Beginning of Fiscal Year			8,032.53	7,133.30
6.0 CASH in Bank - End of Fiscal Year (Add line 3.0, 4.0 & 5.0)			7,251.73	8,032.53
Crosscheck: 6.0 CASH in Bank should be the same as reconciled balance "A.1" on the Statement of Net Assets				
7.0 TOTAL TAXES PAID (included in total disbursements)				
7.1 Total GST/HST paid			265.33	356.98
7.2 Total QST paid			0.00	0.00

Approved :

Treasurer :	Leanne Blondin		
	Name	Signature	Date
Commander :	Martha Scott		
	Name	Signature	Date

CANADIAN POWER & SAIL SQUADRONS
STATEMENT OF INVESTMENT ACTIVITY

From April 1st, 2023 to March 31st, 2024

	<u>Peterborough</u>	<u>Squadron</u>	<u>Quinte</u>	<u>District</u>
			Current Year	Previous Year*
			\$	\$
8.0 INVESTMENTS				
Balance in Investment Accounts, beginning of year			4,000.00	2,500.00
Interest etc. earned on Investments (+)			120.00	21.88
Transferred in from Cash Bank Account (+)			5,000.00	4,000.00
Transferred out to Cash Bank Account (-)			-4,120.00	-2,521.88
8.0 Balance in Investment Accounts, end of year			5,000.00	4,000.00

Approved :

Treasurer : Leann Blondin
Name

Signature Date

Commander : Martha Scott
Name

Signature Date

(Revised: February, 2015)

CANADIAN POWER AND SAIL SQUADRONS

CPS-ECP Financial Review Report

Peterborough Squadron

I have reviewed the Statement of Net Assets for Peterborough Squadron as at March 31, 2024, the Statements of Receipts and Disbursements and Investment Activity, and supporting documents, for the year then ended.

I have completed the Financial Review Checklist as requested by CPS-ECP and will attach this report and the checklist to the financial statements.

During my review of the financial statements and supporting documentation, (tick one)

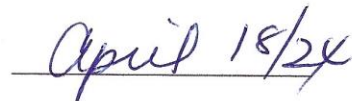
- I noted the following discrepancies and irregularities:

I noted no significant discrepancies or irregularities.

Signed:

Dated:














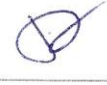


Chair, Squadron Financial Review Committee

(Revised: February, 2015)

CANADIAN POWER AND SAIL SQUADRONS
Financial Review Checklist

Completed By: Diane Couze
Date: April 18/24

Initial each box as completed

Determine the signing authorities for the Squadron and examine cancelled cheques to ensure the cheques are properly signed.	
Select a sample block of disbursement transactions, which are representative of the Squadron's activities, and trace each of the disbursements of cash back to supporting documents, to the bank statement, and into the journal book.	
Officers' expense reports should be properly supported with receipts and vouchers and should be authorized (signed or initialed) by the Commander, Executive Officer or the Administrative Officer. Where no voucher or receipt exists, it is permissible to issue a signed Cheque Requisition or Purchase Order.	
Scan the journal for the entire year. If there are any large or otherwise significant disbursement transactions which were not examined in the "block test"; trace them as described in the previous steps.	
Trace a block of deposits from the deposit book into the bank statements, and then into the journal book. Any supporting documentation for deposits will be additional verification.	
Where the Squadron has prepared an annual Budget, review the budget documents to ensure differences between actual and budget figures have been adequately explained.	
Review the bank reconciliation at March 31 to verify the closing bank balance and review all outstanding (uncleared) cheques and deposits. Review the subsequent month's bank statement to ensure that outstanding items have been properly cleared.	
Test add the Squadron journal to verify correctness of the totals, then trace the totals from the journal to the appropriate line on the financial statements.	
Ensure each of the financial statements is correctly added and signed by the Commander and by the Financial Officer.	
Ensure the comparative figures from the prior year's financial statements are properly reflected on the current statements, and that any differences are adequately explained.	
Append a copy of the March 31 bank & investment statements to the Statement of Net Assets (optional procedure).	
Complete, sign and date the CPS-ECP Financial Review Report and initial the checklist. Attach the Report and the checklist to the Squadron / District financial statements.	



To: The Members of Peterborough Power and Sail Squadron

NOTICE OF ANNUAL GENERAL MEETING

TAKE NOTICE that the 65th Annual General Meeting of Peterborough Power and Sail Squadron will be held on Saturday, April 27, 2024, at 4:00 pm at Beachwood Resort, 3043 Beachwood Drive, Lakefield, Ontario, for the purposes of:

- (a) Receiving and, if thought fit, approving the Reports of the Officers of the Squadron;
- (b) Receiving and, if thought fit, approving the Financial Statements of the Squadron for the twelve-month period ending March 31, 2024, and the Report of the Squadron Financial Review Committee thereon;
- (c) Electing the Officers of the Squadron;
- (d) Appointing the Squadron Internal Audit Review Committee; and,
- (e) Considering such further and other business as may properly come before the meeting.

The Report of the Squadron Nominating Committee is attached to, and forms part of, this Notice. Under Squadron Regulation 9.6.6, any further nominations must be made by way of a petition, in writing, signed by not less than five (5) Members of this Squadron who shall confirm the consent of their nominee to stand for election. The petition must be filed with the Squadron Secretary not less than two (2) days prior to the date of this Meeting.

DATED this 3rd day of March 2024

Gina Lee

Gina Lee
Squadron Administration Officer



To: The Members of the Peterborough Power and Sail Squadron

REPORT OF SQUADRON NOMINATING COMMITTEE

March 3, 2024

1. The Squadron Nominating Committee nominates the following Members for election as Squadron Officers for 2024/2025:

Commander	Martha Scott S
Executive Officer	TBA
Educational Officer	Leigh Mellow S
Secretary	Gina Lee S
Financial Officer	Leann Blondin
Public Relations/Marketing Officer	Susan Mellow P
Membership Officer	Jean Blondin
Administration Officer	Gina Lee S

2. The Squadron Nominating Committee also nominates the following Members for appointment as Squadron Officers who, if confirmed, will have the duties indicated next to their names assigned to them by the Squadron Executive Committee pursuant to Board Regulation 9.6.4:

ROC(M) Course Director	Munroe Scott S
Webmaster	Leigh Mellow S
Historian	Mel Little P
Bulletin Officer	Gina Lee S
Social Media/Communications Officer	Leigh Mellow S
Officer at Large	Karen Morgan P
Officer at Large	Doug Hagan S
Flag Etiquette Officer/Regalia	Nick Cliteur

3. The Squadron Nominating Committee also nominates the following Member for appointment by the Members as Member of the Squadron Internal Audit Review Committee:

Diane Couse

4. The Squadron Nominating Committee also advises that:

- (a) The following Member will serve on the Squadron Executive Committee by virtue of his position as immediate Past Commander, and does not require election or appointment:

Nick Cliteur

- (b) Pursuant to Board Regulation 7.1.6 the following Members will serve on the Squadron Nominating Committee for 2024/2025 by virtue of their position, and do not require election or appointment:

Past Commander (Chair)	Nick Cliteur
Past Commander	Gina Lee S
Commander	Martha Scott S

Respectfully Submitted:

Nick Cliteur	Gina Lee S	Martha Scott S
Chair, Past Commander	Past Commander	Commander