

**Kingston**  
**Pride**  
**Inc.**

**Annual General  
Meeting Agenda &  
Annual Report**

**November 9<sup>th</sup>, 2017**

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# **SAFER SPACES**

## **OBJECTIVES**

The objective of this policy is to guide Kingston Pride Inc. in fostering conditions for spaces that are accessible, inclusive, welcoming, and free from oppressive behaviour, where all persons are treated with respect and dignity, and can contribute fully.

## **SCOPE**

This policy applies to all persons attending meeting and community discussions run by Kingston Pride Inc. (i.e. the Board Members, staff, team leads and volunteers).

## **POLICY**

- This policy recognizes that the dynamics of hierarchy, power and privilege exist within our community and within Kingston Pride Inc.;
- This policy further recognizes that individuals experience spaces in different ways;
- This policy may not meet the requirements of everyone;
- This policy further recognizes that everyone who enters a safer space has a responsibility to uphold the values of that space;
- This policy further recognizes the right to feel safe and be free from oppressive behaviour overrides an individual's ability to behave in an oppressive or harmful manner; and
- A safer spaces statement, developed under this policy, must be read prior to meetings and community discussions run by the Kingston Pride inc.

Date Amended: September 20, 2017

Date approved by Board: October 4, 2017

Version No. 1.0

# SAFER SPACES STATEMENT

Kingston Pride is committed to encouraging conditions for safer spaces at our community gatherings. Everyone must feel comfortable, respected, and valued for who they are, able to express themselves, regardless of their gender identity, gender expression, race, age, physical or mental ability, or sexual orientation.

Kingston Pride commits to and encourages all those who gather with us to:

- Speak from personal experiences and avoid speaking on behalf of others;
- Try to use "I" statements to share reactions or experiences "I feel..." "I am affected by...";
- Do not make assumptions about others' identity or experiences;
- Be mindful of how long and often we speak so that everyone has a chance to contribute;
- Consider the impact of privilege and intersectionality on discussions;
- Listen to each other so we understand the various perspectives;
- Present clarifying questions;
- Share beliefs, opinions, and points of view rather than judgements;
- Allow others to speak and refrain from side conversations;
- Maintain confidentiality. Information shared that should stay inside these walls;
- Notify a meeting organizer with specific concerns about being identified or photographed; and
- Understand we are all here to learn and all have things to offer the space.

Date Amended: September 20, 2017

Date Approved by Board: October 4, 2017

Version No.: 1.0

# KINGSTON PRIDE INCORPORATED ANNUAL GENERAL MEETING (AGM) AGENDA

**Date:** November 9, 2017

**Location:** Monte's Pub, 200 Ontario Street

1. Call to Order:
2. Reading of Safe Space Statement
3. Adoption of Agenda:
4. Adoption of Previous Minutes
5. Financial Report
  - 5.1. Presentation of Income and Loss Statement by Treasurer.
  - 5.2. Adoption of the Income and Loss Statement  
**Motion:** To adopt the Income and Loss Statement report as presented.  
Moved by Anne-Marie Kooiman, 2<sup>nd</sup> by Jim Puckalo.
  - 5.3. Presentation of Balance Sheet by Treasurer
  - 5.4. Adoption of the Balance Sheet  
**Motion:** To adopt the Balance Sheet report as presented.  
Moved by Anne-Marie Kooiman, 2<sup>nd</sup> by Jim Puckalo.
6. Election of Auditor
  - 6.1. Nomination of Nephin and Winter  
**Motion:** To nominate Nephin and Winter, auditors of HIV/AIDS Regional Services (HARS) which supports Pride Kingston Inc's financial transactions.  
Moved by Anne-Marie Kooiman, 2<sup>nd</sup> by Jim Puckalo.
  - 6.2. Election (simple majority required)
7. Board Report
  - 7.1. Presentation of Board Report.
  - 7.2. Adoption of the Board Report.  
**Motion:** To approve the Board Report. Moved by Jim Puckalo, 2<sup>nd</sup> by Robert Tucker.
8. Bylaw Amendments (2/3 majority required)  
Please refer to the document named **Proposed Bylaw Amendments Report**
  - 8.1. Brief review of proposed amendments (please review changes prior to the AGM)
  - 8.2. **Motion:** To adopt and ratify all proposed changes to the bylaws as presented. Moved by Puckalo, 2<sup>nd</sup> by Robert Tucker.  
**Please note:** If the above motion passes with 2/3 majority of eligible voters, all other motions under Bylaw Amendments are not required.

- 8.3. Review of Amendment 01
- 8.4. **Motion:** To adopt as ratify Amendment 01 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.5. Review of Amendment 02
- 8.6. **Motion:** To adopt as ratify Amendment 02 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.7. Review of Amendment 03
- 8.8. **Motion:** To adopt as ratify Amendment 03 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.9. Review of Amendment 04
- 8.10. **Motion:** To adopt as ratify Amendment 04 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.11. Review of Amendment 05
- 8.12. **Motion:** To adopt as ratify Amendment 05 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.13. Review of Amendment 06
- 8.14. **Motion:** To adopt as ratify Amendment 06 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.15. Review of Amendment 07
- 8.16. **Motion:** To adopt as ratify Amendment 07 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.17. Review of Amendment 08
- 8.18. **Motion:** To adopt as ratify Amendment 08 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.19. Review of Amendment 09
- 8.20. **Motion:** To adopt as ratify Amendment 09 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.21. Review of Amendment 10
- 8.22. **Motion:** To adopt as ratify Amendment 10 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.23. Review of Amendment 11
- 8.24. **Motion:** To adopt as ratify Amendment 11 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.25. Review of Amendment 12
- 8.26. **Motion:** To adopt as ratify Amendment 12 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.27. Review of Amendment 13
- 8.28. **Motion:** To adopt as ratify Amendment 13 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.29. Review of Amendment 14
- 8.30. **Motion:** To adopt as ratify Amendment 14 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.31. Review of Amendment 15
- 8.32. **Motion:** To adopt as ratify Amendment 15 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.33. Review of Amendment 16

- 8.34. **Motion:** To adopt as ratify Amendment 16 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.35. Review of Amendment 17
- 8.36. **Motion:** To adopt as ratify Amendment 17 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.37. Review of Amendment 18
- 8.38. **Motion:** To adopt as ratify Amendment 18 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.39. Review of Amendment 19
- 8.40. **Motion:** To adopt as ratify Amendment 19 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.41. Review of Amendment 20
- 8.42. **Motion:** To adopt as ratify Amendment 20 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.
- 8.43. Review of Amendment 21
- 8.44. **Motion:** To adopt as ratify Amendment 21 as written. Moved by Jim Puckalo, 2<sup>nd</sup> by Anne-Marie Kooiman.

**9. Recess for 15 minutes**

**10. Election of Board Members**

- 10.1. Nomination of Janet Lang to become Kingston Pride's Communication Officer
- 10.2. Other nominations
- 10.3. Elections (50%+1)

**11. New Business**

**12. Adjourn:**



# BOARD REPORT

The following pages contain the board report. The board report is comprised of reports from all members of the existing Kingston Pride Inc board:

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# **Chair's Report**

**Prepared by Ruth Wood**

## **Responsibilities**

The Chair is responsible for the general supervision of the activities of Kingston Pride Inc. and for the effectiveness of the Board. The Chair is the presiding officer of Kingston Pride Inc.

## **Overview**

When we came together last May as your newly elected board, we agreed we would follow a model for consensus decision making. Building consensus requires that we come to the table with open minds and a willingness to listen carefully to each other. This means when it comes to a vote most decisions are unanimous. I am grateful that though we are small in numbers we have a large diversity of skills, experience and temperament. This diversity allows us to find a balanced approach in all we do.

I am currently retired but in both of my previous careers I had the opportunity to work with a large number of people from all walks of life and much of the time I was helping them to deal with change. I also acquired my organizational/chairing skills while serving on numerous committees. Rob Tucker, our Vice-Chair, has passion, vision and a sense of urgency that is a wonderful counter-point to my rather understated approach. Anne-Marie Kooiman, our Treasurer and Erin Leblanc, our legal mind, both bring considerable experience working in the not-for profit sector as well as their professional skills. Jim Puckalo's attention to detail and accuracy delivers a reliable record of the decisions made and the list of Action Items that gives us our direction. We have recently added Janet Lang in the role of Communications to help us in our goal to keep people informed. As we go forward, it is our intent to continuously build stronger relationships with the LGBTQ+ community, our allies and the Kingston community as a whole.

We appreciated meeting many of you at the Pride event in June and for the feedback you gave us in your survey answers. We are grateful that we can build on the foundation set by the Pride In Kingston Committee who organized this year's event. Hopefully some if not all of that committee will consider working on the event again in 2018.

Together with Reelout and the Kingston Frontenacs we will be celebrating a Pride Night at an upcoming Frontenacs game. This event will give us an excellent opportunity to engage a large mainstream audience and to raise funds for Kingston Pride's ongoing support work.

We know that we will do our job best when we know what you need. You don't need to wait for a survey to tell us what is important to you. You can contact us anytime through our website or in person.

# **Vice Chair's Report**

**Prepared by Robert Tucker**

## **Responsibilities**

In the absence, illness or incapacity of the Chair, or during such period as the Chair may request the Vice-Chair to do so, the Vice-Chair shall perform the duties of the Chair and shall perform such duties as may be assigned to the Vice-Chair by the directors from time to time.

## **Overview**

Since the ad-hoc meeting held last spring by the concerned members of our community, it was without hesitation that I welcomed the opportunity to work with and become a member of Kingston Pride. I have always been an outgoing and determined community member, however, being assigned to serve in another province, I have longed for a more substantial opportunity to remain active in Kingston. Kingston Pride, and activity within, meets my personal objectives to remain engaged with the community while leveraging my national presence to the benefit of Kingston Pride. To this end I have been actively pursuing network and relationship building activities to connect Kingston Pride to the larger LGBTQ+ community. As a result Kingston Pride now has connection with key organizations such as fierte Canada Pride, interPride and Halifax Pride. Each of these interconnected organizations has proven invaluable to this board as we diligently reconstructed the Kingston Pride organization. In particular, significant strides have been made to educate ourselves to strengthen and improve our Strategic Guidance and Governance.

Although your board is still in its infancy, there exists tremendous opportunity for the future not only at the grass roots, local level, but to bring Kingston Pride to the forefront of the national and international community. Through steady growth and sustainment strategies, Kingston Pride has potential to build stronger and more effective relationships with nearby communities as well, such as Belleville and Brockville Pride organizations.

In the coming months it will be my intention to develop and present to the Board, strategies that will accomplish two significant activities. First, once Kingston Pride confirms its membership in good standing, and in collaboration with fierte Canada Pride and interPride, Kingston Pride has the opportunity to host, in the near future, annual conferences. Engagement(s) of this nature achieve the goals of Kingston Pride Inc. providing not only strategic awareness for the LGBTQ+ community in Kingston but also lends to provide significant economic and tourism impact to Kingston and surrounding area. Secondly, to ensure sustainability as an organization, I believe it is imperative to develop the organization with more permanency, accountability and organization. In review of Pride organizations around the globe, this is best accomplished with a permanent staff. In my humble opinion, Kingston Pride has the capacity for a more permanent and stable footprint in the community, which will be accomplished through eventual employment of a full-time Executive Director.

The potential is huge – Let's get to work!

# **Secretary's Report**

**Prepared by Jim Puckalo**

## **Responsibilities**

- a) The Secretary shall be clerk of the Board of Directors.
- b) They shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose.
- c) They shall give all notices required to be given to members and to directors.
- d) They shall be the custodian of the seal of the Corporation (if any) and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which they shall deliver up only when authorized to do so by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution, and he shall perform such other duties as may from time to time be determined by the Board of Directors.

## **Overview**

This information is the Secretary Report for the not-for-profit corporation of Kingston Pride Inc. The report was generated by Jim Puckalo, current Secretary to the Corporation. All observations and analyses therein are those of the Secretary and may not be shared by other board members or the Corporation at large.

### **Records prior to the previously dissolved board**

The onboarding as secretary to the Corporation has been challenging. To say the existing records, after dissolution of the past board, were in disarray is an understatement. However, effective progress has been made since taking on the role as Secretary.

The seal of the Corporation is not in our possession. Banking and financial records and meeting minutes of the past boards are mostly non-existent as well. Furthermore, access to the website and email accounts were lost which we believed housed records of the corporation. Very little of the history of Kingston Pride Inc remained. However, I am proud to say, we do have in our possession all signed membership forms from January 2016 onward. With much help from many leaders of our community, Kingston Pride Inc is again in operation.

It is disheartening to know that much of the history of Kingston Pride Inc and the previous un-incorporated body are lost and irretrievable. Records that were handed from one board to the next were suddenly gone with no explanation. Plus, requests for explanation or requests for leads where to find these records fell on deaf ears.

### **Records since dissolution of previous board**

The onboarding and record keeping by dedicated volunteer leaders of our community after the dissolution of the previous board has been impeccable. I cannot praise their efforts, their work, and their outcomes more. Thank you for your hard work!

A group of volunteers organized and held general membership meetings, accepted application forms, took minutes, and made huge efforts to find necessary and missing

documents and information. It has made my work much easier thanks to their efforts. I worry to leave a name out of this list, but I want to give special thanks to Mike Maybee, Keith Bilow, Steve Wallace, and Barb Tilander-Mack. However, there were many more volunteers during the meetings and joining ad hoc committees etc. I would like to thank them all for their efforts. Great work!

### **My commitment**

I am committed to maintaining records of the Corporation to the best of my abilities. I have, thus far, attended all board meetings ensuring to document and take minutes at each meeting. I am also committed to create, build, and maintain communication channels to our membership through the KingstonPride.ca website and other social media channels as they develop in conjunction with other board members and volunteers. But most importantly, I will be fully willing and able to properly transfer Kingston Pride Inc records to my future successor when the time comes.

### **Membership**

It is my pleasure to be the custodian of the membership list of Kingston Pride Inc. I have every hand written membership form since January 2016 in my possession. To know that so many people took the time to be engaged in a general membership meeting or two, it is very pleasing to see. We have a great community when many people in Kingston are willing to spend the time to make something wonderful.

I am pleased to report Kingston Pride is a small but mighty corporation consisting of 79 signed members strong (as of October 6, 2017).

### **Minutes**

Minutes of the meetings have been taken and recorded for all of Kingston Pride Inc's board meetings. It is my intention to post these minutes electronically on the KingstonPride.ca website once they are approved at a following board meeting. Also, I will publish them to the website when the website is fully up and running. However, as I write this, the minutes may already be posted by the time of the general meeting.

### **Website & Social Media**

We have a newly formed website. It is still evolving. I would like to thank Mike Maybee for the domain name of KingstonPride.ca.

The previous Facebook Page was rescued. It has been re-launched.  
<https://www.facebook.com/PrideKingston/>

The previous Twitter account was rescued as well. It can be found at:  
<https://twitter.com/KingstonPride>

### **Thank you to Pride in Kingston and all the volunteers**

As current Secretary to Kingston Pride Inc and a past Pride in Kingston reveler, I would like to thank the Pride in Kingston committee and all the volunteers for their excellent work and effort to put on a wonderful Pride Festival this past June. Thank you for volunteering and making it a great weekend. I hope to work with you in the coming year when planning for Kingston Pride 2018 begins.

# **Treasurer's Report**

**Prepared by Anne-Marie Kooiman**

## **Responsibilities**

The Treasurer or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors.

## **Overview**

As treasurer I have done my best to present an accurate picture of Kingston Pride Inc's current financial status. A financial Balance Sheet and Profit/Loss Statement are available for review. As indicated, Kingston Pride Inc. can only become more financially stable as we move forward.

As a volunteer, I am pleased to bring my many years of experience in managing funds, applying for grants and financial management in the not-for-profit, government and non-government sectors to Kingston Pride Inc. I am confident that I have the skills to make a positive contribution and I am dedicated to establishing stable financial footing.

As one of the accomplishments of Kingston Pride Inc., since forming its new executive in May, I am pleased to report that we have entered into a partnership agreement with HIV/AIDS Regional Services (HARS) that supports Kingston Pride Inc in being able to carry out its financial responsibilities as a not-for-profit corporation. HARS is generously donating its services and oversight at no cost to Kingston Pride Inc. as part of its commitment to fostering community partners.

As part of this agreement, HARS can accept donations to Kingston Pride Inc. and is able to provide tax receipts. We encourage everyone to consider Kingston Pride Inc. as a beneficiary of their charitable donations. Through generous donations to date, we have been able to meet our outstanding financial obligations and produce some promotional materials.

During the AGM, we are hopeful and anticipate income from membership dues to increase. It is worth noting that fees have been waived for some time, but at a recent Executive Meeting a nominal fee of \$10 was re-instated. As always, special consideration to waive the fee is available.

Kingston Pride Inc. relies on its membership base to support our goals and to come out to celebrate diversity throughout the year through organized events culminating in the June parade. I am confident in the executive's commitment and ability to identify and apply for other means of income. Stay tuned as activities will be initiated in the coming months to provide opportunities for sponsors, donors and volunteers to contribute to making 2018 the best year yet.

A proposed budget for Pride 2018 will be produced and shared with members at a later date. Please feel free to contact me directly should you have any suggestions, concerns or questions.

# **Communication Director's Report**

**Prepared by Janet Lang**

## **Responsibilities**

- Develop, implement, and evaluate the annual communications plan across the network's discreet audiences in collaboration with the Kingston Pride Inc team and constituents
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and Kingston Pride Inc website

## **Overview**

Effective communications with the LGBTQ+ community, our allies and the Kingston community are essential for building and maintaining the relationships necessary to organize Pride 2018. I have lived in Kingston for almost 20 years and have worked as a public servant at CFB Kingston since 1999. I look forward to the opportunity to keep the community informed about Kingston Pride this year.

# **Board Member Report**

**Prepared by Erin Leblanc**

## **Responsibilities**

Although not assigned a specific portfolio, Erin has taken the responsibility to provide support and professional advice to the board, and in particular assisting the newly created Communications Director role.

## **Overview**

I have lived in Kingston for the past 38 years, having raised two daughters during that time. Kingston is very much my home town. I have worked at Queen's University for 34 of those years, 21 years with the Smith School of Business. I have my undergraduate degree from Queen's, Masters degree from University of Toronto and Masters in Law specializing in International Trade Law. I have served on Not-for-Profit boards over the years on the National, Provincial, and local level and have been responsible for the creation of strategic plans as chair, as well as board governance. Listening to stakeholders, creating consensus, and building on diversity has been, and continues to be, a central tenant in both my professional and personal life.



# FINANCIAL REPORTS

Balance Sheet page 16

Profit-Loss Statement page 17

Kingston Pride Inc.  
Balance Sheet (FINAL)  
As at 31 August 2017

Presented at the Executive Meeting September 13, 2017  
By: Anne-Marie Kooiman, A/Treasurer

**Assets**

HARS (Disposition: financial cooperative relationship severed by HARS)	\$0
TD-Canada Trust (Disposition: account closed)	\$0
Canopy (Disposition: Unknown)	\$0
Crown – Mr. Kingston Pride (Disposition: Unknown)	\$0

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Net Assets:	\$0
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**Equity**

Retained Earnings	\$0
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Total Equity	\$0
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Kingston Pride Inc.  
Profit and Loss Statement (FINAL)  
For the period 18 May 2017 to 31 August 2017

Presented at the Executive Meeting September 13, 2017  
By: Anne-Marie Kooiman, A/Treasurer

Notes:

1. Previous records of financial statements documented as being presented in Minutes of meetings of the Kingston Pride Inc. end on 25 September 2015. Hereto attached.
2. Informal records exist for the period between 25 September 2015 and the date of the election of the current A/Treasurer and were reconstructed from documents provided to the present A/treasurer. This information cannot be verified as being a true record of all financial transactions of Kingston Pride Inc. between the period of 25 September 2015 and 18 May 2017.

**Income**

Donations:

- |   |       |
|---|-------|
| ➤ CUPE LOCAL (Nancy)                                      | \$400 |
| ➤ Shari Pilson (Production of Pamphlets for Pride Parade) | \$280 |
| ➤ Resilience Pride Dance                                  | \$390 |

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Total Income	\$1,070
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**Expenses**

Bank Charges (Note: No known current bank account in the name of Kingston Pride Inc.)  
\$0

Website and Email Expenses

- |   |          |
|---|----------|
| ➤ Revue Design (Email Hosting Kingstonpride.ca Invoice #3693) | \$316.40 |
|---|----------|

Office Expense

- |  |          |
|--|----------|
| ➤ Cyberbahn (Paid by Mike Maybee for Incorporation Updating) |          |
| ○ Invoice #'s 4945, 4946, 4947,4948,4949,4950,4959           | \$214.29 |
| ➤ Soundworks (paid by Ruth Wood)                             | \$187.30 |

Printing  
\$0

Events

- |  |          |
|--|----------|
| ➤ City of Kingston (Street Closure Fee for June 18, 2016 Invoice#32290)<br>12.1. | \$307.19 |
|--|----------|

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Total Expenses	\$1,239.47
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Net Profit/Loss	<b>\$(169.47)</b>
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# **TERMS OF REFERENCE: FUNDRAISING AND SPONSORSHIP COMMITTEE**

## **ARTICLE 1 - NAME**

1.1 The Fundraising and Sponsorship Committee of Kingston Pride Inc. (KPI) shall herein be referred to as 'the Fundraising Committee'

## **ARTICLE 2 - AIMS & PURPOSE**

2.1 The function of the Fundraising Committee shall be:

- a. to organize, plan and implement fundraising and solicitation of sponsorship activities for the Kingston Pride Inc. Committee.
- b. To carry out such other fundraising and sponsorship tasks as KPI may direct from time to time

## **ARTICLE 3 – MEMBERSHIP**

3.1 Membership is open to any KPI member in good standing.

3.2 Anyone interested in being a member of the Fundraising Committee is invited to send an email to [email]

3.3 The Chair shall:

- c. set up and coordinate meetings throughout the year;
- d. ensure participation, follow-up and communication of all members between meetings;
- e. develop the agenda for that will be sent to the members in advance;
- f. preside as Chairperson at all Fundraising Committee meetings;

## **ARTICLE 4 - COMMITTEE**

4.1 Membership of the Fundraising committees may include any members of KPI who volunteers and takes on responsibility to complete tasks related to the aims and purpose of the committee.

4.2 Recruitment of fundraising committee members will be determined, as needed, by the fundraising committee or the KPI Executive.

4.3 If members no longer choose to participate or complete assigned tasks, they shall be considered to have resigned from the fundraising committee.

## **ARTICLE 5 - FINANCE**

5.1 The activities of the Fundraising Committee shall be funded centrally by the KPI, as approved.

## **ARTICLE 6 - MEETINGS**

6.1 The Fundraising Committee shall meet in a minimum of once a month.

6.2 Decisions of the Fundraising Committee shall be taken by a majority of those present and voting.

6.3 Quorum for meetings shall be the majority of the established Fundraising Committee members.

6.4 Notice of meetings will be sent out to members no less than two (2) weeks in advance.

6.5 Where a meeting of the Fundraising Committee is deemed by the Chair to be impractical or unnecessary, the members of the Fundraising Committee may be polled by electronically or telephone. Confirmation of any decisions made in this manner, shall be done at the next meeting.

## **ARTICLE 7 - APPROVAL AND AMENDMENT OF TERMS OF REFERENCE**

7.1 The terms of reference shall be approved and amended by a two-thirds (2/3) majority quorum vote at a meeting of the KPI.

7.2 Amendments to the Terms of Reference shall be included as an agenda item.

# **TERMS OF REFERENCE: PLANNING AND EVENTS COMMITTEE**

## **ARTICLE 1 - NAME**

1.1 The Planning and Events Committee of Kingston Pride Inc. (KPI) shall herein be referred to as 'the PE Committee'

## **ARTICLE 2 - AIMS & PURPOSE**

2.1 The function of the PE Committee shall be:

- a. to review and oversee the planning and execution of the annual Pride Festival and other events that the Corporation undertakes.

## **ARTICLE 3 – MEMBERSHIP**

3.1 Membership is open to any KPI member in good standing.

3.2 Anyone interested in being a member of the PE Committee is invited to send an email to [email]

3.3 The Chair shall:

- g. set up and coordinate meetings throughout the year;
- h. ensure participation, follow-up and communication of all members between meetings;
- i. develop the agenda for that will be sent to the members in advance;
- j. preside as Chairperson at all PE Committee meetings;
- k. act as the official spokesperson for the committee to KPI Board Meetings;

## **ARTICLE 4 - COMMITTEE**

4.1 Membership of the PE committees may include any members of KPI who volunteers and takes on responsibility to complete tasks related to the aims and purpose of the committee.

4.2 Recruitment of PE committee members will be determined, as needed, by the PE Committee or the KPI Executive.

4.3 If members no longer choose to participate or complete assigned tasks, they shall be considered to have resigned from the PE committee.

## **ARTICLE 5 - FINANCE**

5.1 The activities of the PE Committee shall be funded centrally by the KPI, as approved

## **ARTICLE 6 - MEETINGS**

- 6.1 The PE Committee shall meet in a minimum of once a month.
- 6.2 Decisions of the PE Committee shall be taken by a majority of those present and voting.
- 6.3 Quorum for meetings shall be the majority of the established PE Committee members.
- 6.4 Notice of meetings will be sent out to members no less than two (2) weeks in advance.
- 6.5 Where a meeting of the PE Committee is deemed by the Chair to be impractical or unnecessary, the members of the PE Committee may be polled by electronically or telephone. Confirmation of any decisions made in this manner, shall be done at the next meeting.

## **ARTICLE 7 - APPROVAL AND AMENDMENT OF TERMS OF REFERENCE**

- 7.1 The terms of reference shall be approved and amended by a two-thirds (2/3) majority quorum vote at a meeting of the KPI.
- 7.2 Amendments to the Terms of Reference shall be included as an agenda item.