



## Suzuki Association of Ontario

### Annual General Meeting

#### Minutes

Sunday, November 13 at 11:00am hybrid format

#### 1. Welcome and Call to Order

- Welcome all!
- Thank you Kingston Conference team!
- The meeting was called to order at 11:03am November 13, 2022 by the Executive

#### Land Acknowledgement

*The Suzuki Association of Ontario would like to acknowledge that Ontario is located on the traditional territory of Indigenous peoples dating back countless generations. We want to show our respect for their contributions and recognize the role of treaty making in what is now Ontario. Hundreds of years after the first treaties were signed, they are still relevant today.*

- Presented by Genevieve Schirm-Joyce

#### Mission Statement

*The mission of the Suzuki Association of Ontario is to promote and support the Suzuki Method of learning by nurturing excellence in education.*

- Presented by Debbie Hammond

#### 2. Introduction of the Executive and Board of Directors

- The Board of Directors was introduced by Debbie Hammond
- Executive Board members:
  - Debbie Hammond, Chair
  - Genevieve Schirm-Joyce, Treasurer
  - Lauren Taylor, Secretary
- Board members:
  - Susan Wooltorton, Member-at-Large
  - Kiete Gularte, Member-at-Large
  - Daniela Cruz, New-Teacher-Member-at-Large
  - Jennifer Martyn, 416 Area Representative
  - Taryn Chaykowski, 519 Area Representative
  - Janice Mah, 613 Area Representative
  - Dr. Matthew Gould, 705 and 807 Area Representative
  - George Cleland, 905 Area Representative
- Administrative Assistant:
  - Rebecca Ashworth

#### 3. Approval of the agenda for November 13, 2022



## Suzuki Association of Ontario

### Annual General Meeting

#### Minutes

Sunday, November 13 at 11:00am hybrid format

- The 2022 AGM agenda can be found in the 2022 AGM Package and was presented on-screen
  - <https://suzukiontario.org/wp-content/uploads/2022/11/SAO-AGM-2022-Package-3.pdf>
- **Motion 2223** to Approve the 2022 AGM Agenda as presented
  - Motioned by: Paule Barsalou
  - Seconded: Susan Woollorton
  - All in Favour (via electronic vote post-meeting)
  - Carried
- 4. **Approval of the 2021 AGM minutes**
  - The 2021 AGM minutes can be found in the 2022 AGM Package and were presented on-screen
    - <https://suzukiontario.org/2022-annual-general-meeting/>
  - **Motion 2224** to Approve the 2021 AGM Minutes as presented
    - Motioned by: Liz Biswas
    - Seconded: Anita Buttemer
    - All in Favour (via electronic vote post-meeting)
    - Carried
- 5. **Report from the Treasurer**
  - Presented by Genevieve Schirm-Joyce
  - Review of Financial Statements for fiscal year ending August 2022
    - The Bookkeeper's Statement of Activities was presented and can be found in the 2022 AGM Package
      - <https://suzukiontario.org/wp-content/uploads/2022/11/SAO-AGM-2022-Package-3.pdf>
    - The 2021-2022 Budget & Actuals were presented on-screen and can be found in the 2022 AGM Package
      - <https://suzukiontario.org/wp-content/uploads/2022/11/SAO-AGM-2022-Package-3.pdf>
    - Budgets are projections created based on previous years and our best knowledge
      - Revenue:
        - Membership: totals were higher than projected
        - Conference: revenue was much lower than projected
        - TEA events: revenue was higher than projected, and includes joint event with SM/MC
        - The Urd Grandur scholarship (for \$500): will be elaborated on next year
          - We have received this money already, but we don't yet know the stipulations of the scholarship



Suzuki Association of Ontario  
Annual General Meeting

**Minutes**

Sunday, November 13 at 11:00am hybrid format

- Anita raises the question that this item is under our general income in our actuals
  - This is not included in the spendable budget, but must be documented as general income
- Expenses:
  - Administrator: expenses are under budget
    - \$6000 budgeted
      - Previous Administrator was paid out about \$700
      - \$780 for Conference Administration
      - With these fees, about \$4500 was paid out to our administrator from October to August - under budget even with these extra fees, due to Membee
    - Current Membee expense is \$500
      - This expense is saving us about 10 hours a month in Administrator fees
      - Has also cut Eventbrite fees, which have been \$500 in previous years
    - Future Membee expense, with Website hosting, is \$2000 annually
      - Other line items will be reduced
  - Total Revenue: \$18 537.81
  - Total Expenses: \$18 296.00
  - Total Profit: \$241.81
    - These numbers include Urd Grandeur scholarship (\$1400) - we are actually in a deficit
      - Deficit is a consequence of COVID and missing revenue from a 2020 Conference
      - The Board is working on finding more revenue streams
    - This was our first ever budget - numbers will be better reflected in the future
  - Due to our deficit, we may have to put a hold on Scholarships awarded in the Fall term - we will know when we have updated actuals
    - Scholarships can be awarded as reimbursement
  - Venetia raised the question of Conference profit - we project \$3400 total profit, knowing that the years vary widely



## Suzuki Association of Ontario

### Annual General Meeting

#### Minutes

Sunday, November 13 at 11:00am hybrid format

- Some conference expenses have previously been included in other line items in the budget - we now have a separate Conference budget
- Presentation of the 2022-2023 budget for approval
  - The budget can be found in the 2022 AGM package
    - <https://suzukiontario.org/wp-content/uploads/2022/11/SAO-AGM-2022-Package-3.pdf>
  - Not many changes have been made
  - This budget was made in March and approved in June, our fiscal year ends in August
  - Revenue:
    - Projected Membership revenue of \$7000
      - Subscribing Membership line item (\$1000) comes from our Planting the Seed series
    - Projected Conference revenue (before expenses) of \$7400
    - Projected TEA revenue is \$1500
      - We have less events planned due to Planting the Seed series, so this may be lower, but will balance with that series
    - Projected Planting the Seed non-subscriber revenue \$300
    - Projected Advertising revenue of \$750
    - Projected Sponsorship revenue \$1000
  - Projected Total revenue: \$18 950
  - Expenses:
    - Projected Administrator expense is \$6000 + \$150 for SAA Membership
      - we anticipate that this expense will be less due to Membee
    - Projected Education Teacher expense \$400
      - This line refers to Planting the Seed clinicians
    - Projected Conference expenses \$4000 + \$600 for Board travel
    - Projected Scholarships: \$1000 + \$400 for dedicated Book 1
    - Projected Accounting expense of \$1800
    - Projected Bookkeeping expense of \$900
      - We anticipate that this expense will be much less
    - Projected Membee expense of \$900
      - We anticipate that this expense will be more due to Website hosting
    - Projected Total expenses: \$18 820
  - Projected profit: \$130
  - If there are any suggestions from the membership about how to best present this information, please let us know



Suzuki Association of Ontario  
Annual General Meeting

**Minutes**

Sunday, November 13 at 11:00am hybrid format

- **Motion 2225** to Approve the 2022/2023 Budget as presented
  - Motioned by: Susan Wooltorton
  - Seconded: Leslie Wade
  - All in Favour (via electronic vote post-meeting)
  - Carried
- Appointment of the accountant for 2022-2023
- **Motion 2226** to Approve Sam Marinucci as 2022/2023 accountant
  - Motioned by: Anita Buttemer
  - Seconded: Michele Dumoulin
  - All in Favour (via electronic vote post-meeting)
  - Carried
- 6. Report from the Executive Team**
  - Presented by Debbie Hammond
    - One of our particular areas of focus has been connecting with and drawing in young teachers and teachers running independent studios
    - The board has been grateful for the ability to host online and hybrid events to this purpose
  - Operational Tasks
    - The Board has completed all operational tasks for the organization, including submitting required government forms, volunteer and board insurance payments, etc.
    - We have adopted the Membee system partly for this purpose, and are hoping that the additional services on the website will allow us to offer more resources to our members
  - SAA & Suzuki Community
    - The Board is compiling the SAA Affiliate report
    - The Board has been attending chapter affiliate meetings as the only Canadian chapter representative
    - The Board is also involved in SM/MC committee meetings
  - Board Activities
    - Scholarship recipients included:
      - New Book 1 Teacher scholarship awarded to: Emma Keppel-Jones
      - Other recipients included: Stephanie Scholman, Taryn Chaykowski, and Rachel Hatt
    - Full Board Meetings were held in November, February, and June
      - Board Governance training was completed by the entire Board, and Strategic Planning training was completed by the Executive team
      - A full slate of Committees have been established and are meeting independently. Thank you so much to our Committee members.



Suzuki Association of Ontario  
Annual General Meeting

**Minutes**

Sunday, November 13 at 11:00am hybrid format

Members of the SAO are more than welcome to join our Committees!

- Member Recruiting & Retention
  - Members: Daniela Cruz, Lauren Taylor, George Cleland
  - Have been working on short-term, long-term, and aspirational tasks
- Newsletter Committee
  - Members: Susan Wooltorton, Jennifer Martyn
  - Has completely updated the format of the quarterly newsletter
- Strategic Planning
  - Members: Executive Team
  - Our previous strategic plan had been done in 2012, and the organisation has accomplished the goals that were outlined in that plan
  - The Executive team has started the process of developing a new Strategic Plan, created our four pillars, and will continue to work on it with the Full Board
- Online Events
  - Members: Debbie Hammond, Lauren Taylor, George Cleland, Matthew Gould
  - The Online Events Committee has established a new event series: Planting the Seed, a 4-session Suzuki Family Education series for practising parents
  - We have had 92 series registrations (subscribing membership was included in program registrations)
  - Our aim is to support teachers with the Parent Education side of running a studio
  - The final session is with Christine Goodner February 4th - please join us!
- Scholarships
  - Janice Mah, Taryn Chaykowski
- Website Team (to be re-built)
  - We are planning some pretty extensive work on the website this year
    - Our current website was developed with the best available at the time, but is losing functionality as web development improves



Suzuki Association of Ontario  
Annual General Meeting

**Minutes**

Sunday, November 13 at 11:00am hybrid format

- Wordpress is difficult to use
  - We are moving over to a Membee-hosted website, which will allow complete payment integration, a more user-friendly interface, fast tech support, and allow the Board to update sections of the website independently.
- Nomination Committee
  - The Nomination Committee met over the summer and was not successful in securing any new candidates for the vacant positions of Member-at-Large or Vice-Chair. Both positions are still vacant
  - Debbie Hammond and Genevieve Schirm-Joyce are entering the final year of their term this year, and no Vice-Chair has been nominated - Vice-Chair needs to serve for one year under the current chair, and needs to be nominated from the Board.
  - Board Bylaws have been changed - you are allowed to serve on the Board for a maximum of 10 years within a 15-year span. We would be happy to welcome back any of our previous members.
  - Some of our Board terms have been reduced in the Bylaws: Area Representatives and Members-At-Large serve for 2 years
  - We are actively looking for a new voice to serve on the Full Board - please contact us if you have any nomination suggestions.
- SAO Online Events
  - Cafe series
    - Our Cafes are online drop-in social events - please join us in future!
    - Our next event is January 28th, 2023
  - TEA series
    - Our TEA (Teaching, Education, and Action) events are freestanding, educational events on a variety of topics that are open to the general community
      - In February, we hosted a talk on mental health
      - This event was well attended by the Suzuki and the non-Suzuki community, and half of the proceeds were donated to the Royal Ottawa Hospital Foundation.



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- *The History and Philosophy of Tonalization* with Fumiyo Kuramochi
  - In March, the SAO collaborated with the Suzuki Music/Musique Canada committee to provide online event logistical support for an event "The History and Philosophy of Tonalization" with Fumiyo Kuramochi.
  - This was the largest event ever hosted by the SAO. It was well attended by people from every Suzuki organisation around the world. It was a wonderful event for all those who attended.
- Planting the Seed: Suzuki Family Education series
  - 95 series participants, 3 individual registrations.
  - Next years' season is being planned - we aim to have our speakers booked by January
    - School & group registration discounts are available! Enjoy discounted prices as you register more of your studio.
    - We would like to have a Suzuki Institute Information session at no cost in late February/early March
      - Interest from the membership is good

#### 7. Recognition of Outgoing Board Members

- The Board thanks Kiete Gularte, Member-at-Large for her service to the SAO

#### 8. Election of Directors

- We open the floor for nominations for the position of Member-At-Large
  - No nominations were put forward
- If you have interest in the position, please contact [info@suzukiontario.org](mailto:info@suzukiontario.org)

#### 9. Question & Answer

- If there is a session topic or speaker that you would like to hear, or an idea that you would like to put forward, please contact us at [info@suzukiontario.org](mailto:info@suzukiontario.org)
- The Board will be sending out a survey for the purpose of informing our Strategic Planning
  - Please submit your feedback!
- The Board will be sending out our online voting form to finalise our motions from today
  - Please submit your votes!
- Upcoming events:
  - Planting the Seed: February 4th, 2023
  - Cafe: January 28th, 2023

#### 10. Adjournment

- **Motion 2227** to Adjourn the 2022 SAO AGM
  - Motioned by: Anita Buttemer
  - Carried