



**SALT SPRING AND SOUTHERN GULF ISLANDS  
COMMUNITY SERVICES SOCIETY  
Minutes of Special General Meeting  
Wednesday, December 30, 2015**

**In Attendance:**

Margaret MacKenzie	Chairperson
Zillah Parker	Acting Treasurer
Ron Cooke	Director
Shawn Walton	Director
Jenny Redpath	Director (arrived at 12:10 pm)
Myriam Outerbridge	Director

**Regrets:**

Sheila Sayer	Vice-Chairperson
Wendy Vine	Secretary
Sgt. George Jenkins	Director

**Staff:**

Rob Grant	Executive Director
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**Society Members at Large:**

Aaron Hailman  
David Holt  
Janet Smith  
Barb Aust

1. MEETING WAS CALLED TO ORDER at 12:00 pm by Chair Margaret MacKenzie, who made some opening remarks and thanked people for coming.
2. Quorum was established.
3. Proof of 14 days advance notice for meeting was established.
4. The Chair outlined the purpose of this meeting—to appoint an auditor for SSICS for the year 2015-2016.
  - a) The Chair read out the motion which had been passed at the recent Annual General Meeting held on Sept. 24, 2015:

***MOTION AGM5-15: That the Financial Committee research options for a new auditor, with recommendations to be reported back to the Board, with a subsequent Special General Meeting with members being called for approval.***

***Alexander/Cooke  
CARRIED***



b) The Chair outlined the research process which took place:

- A committee was established of the following people:

Board members: Shawn Walton  
(Board Finance Committee) Zillah Parker  
Wendy Vine  
Margaret MacKenzie  
Staff members: Rob Grant  
Blair Bryson  
Anne Marie Sutton  
Past Auditor Jan Harkley

- Oct 13, 2015: A letter was sent out to six well-known accounting firms, inviting them each to submit a proposal. Two were from Victoria, two from Duncan, and two from SSI. Five of the six submitted detailed proposals. The deadline for submissions was Nov 12, 2015.
- Nov 26, 2015: The committee met to review the proposals, which had been circulated ahead of time. After much discussion, two applicants were short-listed, and a list of follow-up questions was developed, to be sent out to those applicants.
- Once the responses to the follow-up questions had been received and reviewed, the final decision and recommendation to the Board was made in discussion with all committee members.
- Dec 10, 2015: The Board discussed and approved the recommendation of the Finance Committee at the regular December Board meeting.

c) The Chair asked Zillah Parker to read out the criteria used to evaluate the proposals (*listed below*), and to explain the process to the attendees.

*Criteria used:*

Qualifications	Availability	References
Training and experience		Quality and detail of proposal
Fees and anticipated extra costs		Knowledge of Salt Spring Island
Familiarity with similar organizations and those with a unionized environment		

***MOTION SGM1-15: That the Society appoint the firm of Dickson, Dusanj and Wirk as the new auditors for SSICS for the fiscal year 2015-2016.***

***Parker/Walton  
CARRIED***

## **5. Adjournment**

***Motion to adjourn (Smith/Cooke)***

Meeting adjourned at 12:11 pm.

**Minutes composed jointly by Margaret MacKenzie, Board Chair, and Wendy Vine, Board Secretary**