



Fortius Athlete Development Centre  
2002A - 3713 Kensington Avenue  
Burnaby, BC V5B 0A7  
Tel: 604-333-3610 / Fax: 604-333-3612  
Toll Free: 855-806-8126  
www.karatebc.org / info@karatebc.org

Karate BC is the recognized governing body for karate-do (karate) in British Columbia, Canada.

Dear Club Instructor,

May 5, 2017

**Re: ANNUAL GENERAL MEETING  
6:00 PM, FRIDAY, JUNE 2, 2017**

We cordially invite you and your members to participate in the Karate BC Annual General Meeting. This is an opportunity for the Board of Directors and Committee Chairs to share information about the current status of Karate BC and for you to use your vote to drive positive change in the organization.

Location: Richmond A & B Meeting Room, Sheraton Vancouver Airport Hotel, 7551 Westminster Highway, Richmond, BC V6X 1A3

Please find enclosed:

1. Notice of the Annual General Meeting
2. Extracts from Karate BC Bylaws that apply to the AGM
3. Proxy form
4. Agenda

Please distribute one copy of this letter and one copy of each enclosure to all your members.

Those who are unable to attend the meeting in person have the right to appoint a proxy to attend and vote on their behalf. Please have your eligible members each complete one proxy form and ensure that you return them in a batch to Karate BC at the above address before the deadline described in the form.

On behalf of the Board of Directors, I look forward to seeing you at the AGM.

Sincerely,

Norma A. Foster  
President



*Funded by the Ministry of Community,  
Sport & Cultural Development*

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Members of KARATE BC (the “Society”) will be held at the Sheraton Vancouver Airport Hotel, Richmond A & B Meeting Room, 7551 Westminster Highway, Richmond, BC V6X 1A3 on Friday, June 2, 2017 at 6:00 pm for the following purposes:

1. To receive, consider and approve the minutes from the May 28, 2016 Annual General Meeting of the Society.
2. To receive the Directors’ Reports, including reports from the following:
  - a. President
  - b. First Vice-President
  - c. Executive Director
  - d. Treasurer
  - e. High Performance Committee
  - f. Membership Director
  - g. Officials Committee
  - h. Technical Committee
  - i. Tournament Committee
3. To receive the report of the auditors.
4. To appoint auditors of the Company for the ensuing year and to authorize the Directors to fix the remuneration to be paid to the auditors.
5. To elect individuals to the following positions on the Society’s Executive Committee:
  - a. President (two-year term) - currently held by Norma Foster
  - b. Treasurer (two-year term) - currently held by Ken Corrigan
  - c. Membership Director (two-year term) - currently held by Andreas Kuntze
  - d. Director-at-Large (two-year term) - currently held by Rick Penner
  - e. Director-at-Large (two-year term) - currently held by Richard Mosdell
6. To transact such other business as may properly come before the meeting.

Each regular and associate member of the Society shall at all meetings of the Society be entitled to one vote and he/she may vote by proxy. The proxy must be held by a voting member who, before voting, must produce and deposit with the Secretary sufficient appointment in writing from his appointer or appointers. No members shall be entitled either in person or by proxy to vote at meetings of the Society unless they have paid all outstanding dues or fees, if any.

#### **Notice of Executive Meeting**

A brief meeting of the Executive Committee, including all newly-elected members, will proceed immediately after the AGM.

DATED at Burnaby, British Columbia this May 5, 2017.

BY ORDER OF THE BOARD,

Norma A. Foster, President

Enc: Extracts from Society Bylaws that apply to general meetings; Proxy Form; Agenda for AGM

## **EXTRACTS FROM KARATE BC BYLAWS APPLICABLE TO ANNUAL GENERAL MEETINGS**

### **3.1**

The annual general meeting of the Society shall be held at least once in every calendar year and not more than fifteen months after the holding of the last preceding annual general meeting.

### **3.4**

At every annual meeting, in addition to any other business that may be transacted, the report of the Directors, the Financial Statement, and the report of the auditors shall be presented and a Board of Directors elected and auditors appointed for the ensuing year.

### **3.8 Quorum**

#### **3.8.1**

A quorum for the transaction of business at any general meeting of Members shall consist of not less than 10 Voting Members present in person.

#### **3.8.2**

At any general meeting of Members, each Voting Member shall be entitled to one vote. No Voting Member shall be entitled to vote in person or by proxy at any meeting of the Society unless that Voting Member has paid all dues or fees, if any, then payable by that Member.

#### **3.8.3**

At all general meetings of the Society, every question shall be decided by a majority of the votes of the Voting Members present in person or represented by proxy unless otherwise required by the By-laws of the Society, or by law.

Every question shall be decided in the first instance by a show of hands unless a poll is demanded by any Voting Member. Upon a show of hands, every Voting Member having voting rights shall have one vote, and unless a poll be demanded a declaration by the chairman that a resolution has been carried or not carried and an entry to that effect in the minutes of the Society shall be sufficient evidence of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution.

The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn the question shall be decided by a majority of votes given by the Voting Members present in person or by proxy, and such poll shall be taken in such manner as the chairman shall direct and the result of such poll shall be deemed the decision of the Society in a general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the chairman shall be entitled to a casting vote.

### **3.9 Proxies**

#### **3.9.1**

Each Voting Member who is entitled to vote at a general meeting shall be entitled to appoint a proxyholder to attend, act and vote for that Voting Member at that meeting or any adjournment thereof. Provided however that any proxy used at a general meeting must be held by a Voting Member.

#### **3.9.2**

The form of the proxy shall be in writing under the hand of the appointor.

### 3.9.3

The Directors may from time to time by resolution make regulations relating to:

- (a) the depositing of proxies at any place or places and fixing the time or times for depositing the proxies; or
- (b) the procedure or procedures to be followed by the Society to determine the validity of any proxy deposited by a Voting Member with respect to a general meeting or any adjournment thereof. The terms and conditions of any such regulations enacted by resolution of the Directors with respect to a general meeting shall be included with the notice of that general meeting. In the absence of any regulation to the contrary enacted by resolution of the Directors, any Voting Member wishing to appoint a proxyholder at a general meeting must deposit a form of proxy with the chair of the meeting prior to the commencement of that meeting.

### 3.9.4

A vote given in accordance with the terms of a proxy is valid notwithstanding the revocation of the proxy, provided that no notification in writing of such revocation shall have been received at the registered office of the Society or by the chair of the meeting or adjourned meeting for which the proxy was given before the vote is taken.

### 3.9.5

Every proxy may be revoked by an instrument in writing that is:

- (a) executed by the Voting Member giving the same; and
- (b) delivered either at the registered office of the Society at any time up to and including the last business day preceding the day of the meeting, or any adjournment thereof, at which the proxy is to be used, or to the chair of the meeting on the day of the meeting or any adjournment thereof, before any vote in respect of which the proxy is to be used shall have been taken, or in any other manner provided by law.



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## PROXY FORM

The undersigned voting (non-probationary) member in good standing with Karate BC, hereby appoints \_\_\_\_\_, or failing that person, \_\_\_\_\_, as proxy holder for the undersigned to attend, act, and vote for and on behalf of, the undersigned at the Annual General Meeting of Karate BC to be held at 6:00 pm on Friday, June 2, 2017 at the Sheraton Vancouver Airport Hotel, Richmond A & B Meeting Room, 7551 Westminster Highway, Richmond, BC V6X 1A3.

The undersigned confirms that he/she is a member in good standing by meeting the following qualifications:

- a. At least 16 years of age
- b. Canadian citizen/resident of British Columbia for more than six (6) months
- c. Karate BC membership fees are paid in full and no debts are owed to the Association

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ email \_\_\_\_\_

**PROXY VOTES MUST BE RECEIVED BY MIDNIGHT, TUESDAY, MAY 30, 2017.**

**Proxies received after the deadline will be declared invalid.**



*Funded by the Ministry of Community,  
Sport & Cultural Development*

Affiliations: Karate Canada, Pan-American Karate Federation, World Karate Federation, viaSport, Sport BC, Canadian Sport Council, Canadian Olympic Association, BC Winter Games Society, Coaches Association of BC, BC Recreation and Parks Association, Volunteer Vancouver, Volunteer Richmond



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## ANNUAL GENERAL MEETING

6:00 pm, Friday, June 2, 2017  
Sheraton Vancouver Airport Hotel, Richmond A & B Meeting Room  
7551 Westminster Highway, Richmond, BC V6X 1A3

### A G E N D A

1. Establish Quorum (minimum of 10 members must be present)
2. Motion to adopt the agenda
3. Adopt Minutes from the May 28, 2016 Annual General Meeting
4. Directors' Reports
  - a. President
  - b. First Vice-President
  - c. Executive Director
  - d. Treasurer
  - e. High Performance Committee
  - f. Membership Director
  - g. Officials Committee
  - h. Technical Committee
  - i. Tournament Committee
5. Auditor's Report
  - a. Review Auditor's Report from previous year
  - b. Appointment of Auditor
6. Elections: To elect individuals to the following positions on the Executive Committee:
  - c. President (two-year term) - currently held by Norma Foster
  - f. Treasurer (two-year term) - currently held by Ken Corrigan
  - g. Membership Director (two-year term) - currently held by Andreas Kuntze
  - c. Director-at-Large (two-year term) - currently held by Rick Penner
  - d. Director-at-Large (two-year term) - currently held by Richard Mosdell
7. Other Business
8. Motion to adjourn



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## DRAFT MINUTES

### KARATE BC ANNUAL GENERAL MEETING

Saturday, May 28, 2016

Richmond Olympic Oval, 6111 River Road

Richmond, BC

2. **Established Quorum** (a minimum of 10 members were present)
3. **Motion:** To adopt the Agenda. Carried
4. **Motion:** To adopt the Minutes from the May 30, 2015 Annual General Meeting. Carried
5. **Directors Reports:**
  - b. President - Norma Foster gave a verbal report.
  - c. Second Vice-President - Kurt Nordli gave a verbal report in place of 1<sup>st</sup> VP.
  - d. Executive Director - Jonathan Wornell gave a verbal report.
  - e. Treasurer - Kenneth Corrigan gave a verbal report; draft Balance Sheet and Profit & Loss Report for fiscal year-end 2016 was distributed.
  - f. High Performance Committee - Richard Mosdell gave a verbal report.
  - g. Membership Director - Andreas Kuntze gave a verbal report.
  - h. Officials Committee - Paul Sexton gave a verbal report.
  - i. Technical Committee - Mike Scales gave a verbal and printed report.
  - j. Tournament Committee - Kurt Nordli gave a verbal report.

**Motion:** To approve all Directors and Committees reports. Carried
6. **Auditor's Report**
  - b. Hard copies of Auditor's report from the 2014/15 fiscal year was available at meeting. Members were advised to contact Karate BC if they wished to have a copy sent to them.
  - c. Appointment of Auditor: D+H Group

**Motion:** To approve the Auditor's report as presented and to continue with D+H Group as Karate BC's Auditors. Carried
7. **Elections:** To elect individuals to the following positions on the Executive Committee:
  - d. First Vice-President (two-year term): Donna Gardecki re-elected by acclamation.
  - h. Second Vice-President (two-year term): Kurt Nordli re-elected by acclamation.
  - i. Secretary (two-year term): Sarah Perez stepping down. Pam Ross elected by acclamation.
  - e. Director-at-Large (two-year term): Paul Sexton stepping down. Warren MacLean won by election.

**Motion:** To destroy ballots. Carried
8. **Other Business: Motion:** To destroy proxies. Carried
9. **Motion:** To adjourn meeting. Carried