

**CAGP London Roundtable**

**Minutes of Executive Meeting Held January 16, 2009 - DRAFT**

*approved*

**Location:** Windermere Manor 1:30 – 3:00 pm

**Present:** Deborah Barton, Rachel Bayley, Lisa Mazurek, Vickie Hayter, Sue Hardy, Michael Gower, Sue Hardy, Sue McLean, Joanne Beaton, Don Gordon

**Adoption of Agenda:** the agenda was circulated by email in advance of the meeting.

**Approval of Minutes:** The minutes of the November 21, 2008 meeting was presented and approved. The minutes of the October 22, 2008 meeting were approved as amended.

**Correspondence – none**

**1. Chair's Update – Deb**

- Deb referred to items in the December 2008 CAGP national newsletter (The Planner) and noted we are unique as a round table since we incorporate advisors within our membership. An article in The Planner encouraged this and outlined several ideas for reaching advisors.

**2. Finance Update/Banking – Lisa**

- Lisa circulated the statement of actual and projected to January 31/09. Our fiscal year ends Jan 31.
- Lisa noted the bank balance of \$2681.84 (Nov 28) will be adjusted to \$2,843.37 following today's educational session. Rachel reported a potential loss of \$175 from today's session, 4 no shows and 2 ill.
- The Executive recommends proceeding with setting up online registration as a pilot for the June session to prepare for full implementation for September 2009. We will incorporate the \$5 online registration fee into the session rate. A further recommendation was made to implement an Express Pass option, paying for all sessions in advance at a discounted rate. Since the participant will only register once on line for an Express Pass, this amounts to \$125.00.

*Example:*

\$25 member per session fee ( $\$25 \times 6 = \$150$ )

\$125 member Express Pass option (6 sessions for \$125)

\$40 non member per session fee ( $\$40 \times 6 = \$240$ )

“Call for Session Interest” form so that all members have an opportunity for input. The goal will be to have all sessions announced for the June AGM.

**5. Membership Update – Rachel**

- ‘Join Now’ one-pager is online on the CAGP website; Rachel is directing new prospects here

- Rachel recommended we invite our members to the next Estate Planners Council dinner in February; date to be confirmed

- Rachel distributed an info sheet on Tax-Free Savings Accounts as relates to wills and estates.

**6. NEXT MEETING : Friday February 20 at 12:00 noon at the London Club – hosted by Sue McLean .**

**Chequing Account Entries for the Period February 1, 2008 to January 31, 2009.**  
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Item	Income	Expend.	Balance
01-Feb			14,528.48
06-Mar Air Fare to National Conf. M. Gower	581.00		13,947.48
06-Mar Conference Fee M. Gower	650.00		13,297.48
20-Mar Meeting costs - March	389.39		12,908.09
24-Mar Speaker gifts	75.00		12,833.09
24-Mar Meeting costs - March	8.06		12,825.03
31-Mar Meeting Fees			12,975.03
01-Apr Transfer of Funds to RBC Account		10,000.00	2,975.03
13-May Leave A Legacy Supplies		192.10	2,782.93
26-May Withdrawal of Remaining Funds		2,782.93	0.00
<b>RBC Royal Bank</b>			
Apr 1	10,000.00		10,000.00
Transfer of Funds from TD Account			
Interest	9.99		10,009.99
May 21	111.75		9,898.24
LAL costs - hall rental and insurance			
May 15	656.32		9,241.92
Conference expenses - M Gower			
May 23	1,888.43		7,353.49
LAL luncheon costs			
May 26	2,782.93		10,136.42
Transfer of Funds from TD Account			
May 28		39.96	10,096.46
LAL luncheon costs			
June 2	7.59		10,104.05
Interest			
June 18	2,803.50		7,300.55
LAL London Free Press Ads			
June 18	389.39		6,911.16
Meeting costs - June			
June 18	117.24		6,793.92
Gifts - retiring executive ctee members & chair			
June 18		27.93	6,765.99
Speaker gift			
June 20		165.00	6,930.99
LAL luncheon fees			
June 20	70.00		7,000.99
Meeting fees			
July 02	7.03		7,008.02
Interest			
July 09	7.77		7,000.25
Activity Fee			
Aug 01	5.06		7,005.31
Interest			
Aug 01	0.81		7,004.50
Activity Fee			
Aug 15	555.28		7,559.78
CAGP Roundtable Grant			
Aug 25	115.50		7,444.28
Reimbursement for speaker travel expenses (June session)			
Sep 02	5.26		7,449.54
Interest			
Sep 08	1.79		7,447.75
Activity Fee			
Sep 16	67.80		7,379.95
LAL supplies			
Sep 29		360.00	7,739.95
Meeting fees - Sep 19			
Oct 1	5.20		7,745.15
Interest			
Oct 06	2.40		7,742.75
Activity Fee			
Oct 29	343.35		7,399.40
Jackie Noble Photography (chg #10)			
Nov 03	2.87		7,402.27
Interest			
Nov 04	40.00		7,442.27
Meeting fees Sep 19 - Credit Card			
Nov 04	0.98		7,441.29
Credit card processing fee - Sep meeting			
Nov 05	3,000.00		4,441.29
2009 Joint Conference Committee - seed money (chg #12)			
Nov 06	0.81		4,440.48
Activity Fee			
Nov 17	434.84		4,005.64
Windermere Manor - luncheon costs Sep 19th mtg (chg #13)			
Nov 24	81.27		3,924.37
The New Sebastians - Oct executive mtg luncheon costs (chg #16)			
Nov 25	1,300.00		2,624.37
CAGP Niagara 2009 - bursary sponsor (chg #11)			
Nov 28	110.00		2,734.37
Meeting fees - Nov 21 - credit card -			
Nov 28	2.53		2,731.84
Credit Card processing fee			
Nov 28	50.00		2,681.84
Speaker gift - Chris Cahill - donation to Medical Ambassadors of Cda			

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Transactions that have occurred but have not been processed through bank acct:

Interest pyble for Nov	0.36	
Activity Fee for Nov	4.04	
Meeting fees - November 21/08 (deposited Dec 5)	665.00	
Reimbursement for credit card charges LAL meeting May/08	165.04	
(deposited Dec 6th after clearing out CAGP post office box)		
Windermere Manor - luncheon costs Nov 21 mtg	465.44	
Deborah Barton - reimbursement for food costs at Honest Lawyer-	174.39	
Christmas get-together Dec 10/08		
Fanshawe College - reimburse Vicki for speaker gift (Sep 19th mtg)	25.00	
Estimated balance at Jan 15/09		2,843.37

LAL Event

Revenue

Grant  
Luncheon fees

Revenue Total

5,000.00	
165.00	
<u>5,165.00</u>	

Expenses

Luncheon  
London Free Press Ads

Expenses Total

2,040.14	
2,803.50	
<u>4,843.64</u>	