

## ***PLEASURE DOME AGM, for the fiscal year ending August 31, 2023***

When: Wednesday, December 13, 2023 at 7:00 pm ET

Where: Zoom Meeting ID – [Join Here](#)

Please note you must be a member in good standing before December 2, 2023 to vote at the AGM.

We are keeping this meeting to 1 HOUR and requesting that any additional business be submitted in advance. To add an item to our agenda, you can send your request and a brief description to [pleasuredomemanager@gmail.com](mailto:pleasuredomemanager@gmail.com). Please see the agenda below to familiarize yourself with the items for approval in advance of the meeting.

Can't make the meeting? We NEED your proxy vote!

Please email [pleasuredomemanager@gmail.com](mailto:pleasuredomemanager@gmail.com) to say that you are giving your proxy vote to either the chair of the meeting (Sadaf Khajeh), or the name of any other member of Pleasure Dome (who is in good standing) who will be in attendance.

### ***PD AGM AGENDA (for the fiscal year ending August 31, 2023)***

#### *Attendance*

PD Board: Sadaf Khajeh, abisola oni, Jennifer Laiwint, Erika Yuen, Nicole Cartier

PD Staff: Lauren Khan

Guest Presenter: Vithushan Vivegananthan

Regrets: Gladys Lou

#### *Agenda*

7:00 pm Welcome and community check ins

All attending board members, staff, and guest presenters check-in.

Sadaf presents the slide show, beginning with a Land Acknowledgement.

7:10 pm Call to Order and Motion to approve AGM Agenda

abisola calls for a motion to approve the PD AGM Agenda for FY 2023.

Erika moves, Jenny seconds.

abisola reads the agenda. Sadaf reviews members of the PD Board, PD's mission and values, accomplishments, partners, programs, publications, and presented artists.

7:15 pm Motion to approve the [AGM Minutes for the fiscal year ending August 31, 2022](#)

abisola presents the minutes from the PD AGM for FY 2022 and gives everyone a moment to reeview them.

abisola motions to approve the 2022 AGM minutes.

Erika moves the motion, Sadaf seconds.

7:25 pm Presentation of the Auditor's Annual Report by accountant Vithushan Vivegananthan of Rashidi LLP

Vithushan presents the audited financial statements for FY 2023, walking the board through each document, beginning with the 'Independent Auditor's Report'. There were no major changes from the auditor's report last year. Business as usual. No pressing issues, nothing to bring to the board or membership for concern.

Page 3 presents the statement of financial position, or balance sheet. Approximately \$30,000 carried over, which is a healthy balance for this size institution. Vithushan makes note of a deferred Toronto Arts Council \$23,000 grant slated for the 2024 FY, indicated by 'Note 4'.

Revenues and Expenses are reviewed, with noted changes of an approximate \$10,000 increase in revenues, and slight changes in a few lines of Expenses, such as Staff Salary and Artists' Fees.

Pages 8-12 offer notes on the financial statements and can be referred to. Vithushan makes notes of the deferred \$23,000 grant from Toronto Arts Council in the notes, and confirms again that there were no significant issues to report to the PD Board or Membership.

Jenny asks about the 'Adjusting Entries' and the 'Reporting Letter' and the advice therein. Vithushan acknowledges many accounting items needed re-allocation, and Vithushan identifies that these misplaced items were being automatically inputted in QuickBooks. Vithushan and Lauren have adjusted these items into the proper categories with appropriate notes and can continue to address these items to ensure all bookkeeping moving forward is accurately placed and identified.

Another identified area of improvement is to implement some board oversight, perhaps quarterly or annually, to ensure expenses are being approved in an ongoing manner. If

the board chooses to review the budget annually, they should organize to perform this review before the audit.

Jenny clarifies that the board can review the expenses and revenues (cashflow) manually, and Vithushan confirms. Literally just printing off the up-to-date budget and reviewing it to create a papertrail.

Lauren adds that the board does review the profit and loss report at each board meeting. Vithushan agrees this is a good start and encourages a board sign-off at that time to provide oversight to a singular employee who manages all aspects of the organization.

abisola recommended at our last board meeting that we keep an accounting sheet available through the Google Drive so it is easily available to the board. Vithushan agrees this could work well, and

Jenny asks Vithushan's professional opinion if PD has a fair distribution of work. Vithushan replies that it is hard to tell from his financial perspective, but confirms that charity organizations vary widely in their staffing, and commends PD's good position as a lean organization that receives funding from Federal, Provincial, and Municipal sources. An option could be to bring on temporary staffing during busy periods if the objective of the organization is to grow, which may require an increase in operational funding.

abisola thanks Vithushan for his work and answering our questions.

7:35 pm Motion to approve FINAL AUDIT for the Fiscal Year ending August 31, 2023; Motion to accept Auditor's Report; Appointment of the 2024 Auditor, Vithushan Vivegananthan (Rashidi LLP)

Abisola motions to approve the final audit for the FY 2023.  
Sadaf moves, and Jenny seconds.

7:40 pm Re-election of PLEASURE DOME'S [Board of Directors](#):

Directors mid-way through their first two-year term:

Sadaf Khajeh  
Abisola Oni  
Erika Yuen  
Julie Hall  
Gladys Lou  
Nicole Cartier Barrera

Directors mid-way through their second two-year term (these Directors may stand for re-election at this time):

Jennifer Laiwint

At this time, we invite anyone from the membership to stand for election.

8:00 pm Motion for Adjournment

Abisola motions to adjourn the PD AGM for FY 2023.

Sadaf moves, Erika seconds.

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