

## ANNUAL GENERAL MEETING MINUTES

<b>BOARD OF DIRECTORS ANNUAL GENERAL MEETING:</b> Hamilton Community Legal Clinic / Clinique juridique communautaire de Hamilton		<b>DATE / TIME / LOCATION:</b> Wednesday, September 17, 2025 from 5:00pm to 5:30pm Zoom		
Members:	Anjali Upadhya-O'Brien (Director), Brett Book (Director), David Quezada (Director), Holly Wootten (Director/Secretary), James Diemert (Director/Treasurer), Kingsley Audu (Director), Lisa Feinberg (Director/Vice Chair), Patricia Suleiman (Director), Simon Lebrun (Director/Chair), Ashour Malek, Aylin Panahi, Felicia Fontana, and Fizzah Mirza.			
Regrets/Absent:	None.			
Guests:	Paul Holt - Hilborn, LLP (Auditor)			
Staff:	Clare Freeman (Executive Director) and Teresa Workman (Recorder).			
#	Agenda Item	Discussion & Report	Action	Responsibility/ Time Frame
	Annual General Meeting.	Chaired by Simon Lebrun.		
	Call to Order	The Annual General meeting for the Hamilton Community Legal clinic was called to order at 5:01 p.m.		
	Call for Quorum.	<ul style="list-style-type: none"> <li>- A call for a count of quorum of the members takes place.</li> <li>- There are 13 voting members present for the meeting at the time of the count.</li> <li>- Quorum has been established.</li> </ul>		
1.	Receipt of the agenda/ Réception de l'ordre du jour	<p><b>MOTION:</b> That the Agenda for this meeting be accepted as presented.</p> <p><b>Moved:</b> Brett                      <b>Seconded:</b> David</p> <p><b>CARRIED</b></p>		
2.	Receipt of the minutes of the previous annual general meeting minutes/	<p><b>MOTION:</b> That the minutes of the Annual General Meeting held on September 18, 2024 be accepted as circulated.</p>		

	Réception du procès-verbal de la précédente assemblée générale	<b>Moved:</b> Lisa <b>Seconded:</b> Brett  <b>CARRIED</b>		
3.	Consideration of the financial statements/ Examen des états financiers vérifiés  a) Report of the auditor/ Rapport du commissaire aux comptes  b) Receipt of the audited financial statements/ Réception des états financiers vérifiés	a) Report of the auditor - Welcome to Paul Holt of Hilborn, LLP who will present the report of their audit of the clinic's financial statements for the year ending March 31, 2025. - Paul noted that there were no major changes. - Minor changes regarding Duty Counsel and Presentation and salaries funds and Best Practices.  b) Receipt of the audited financial statements  <b>MOTION:</b> That the audited statements for the fiscal year ending March 31, 2025 prepared by chartered accountants Hilborn, LLP be accepted.  <b>Moved:</b> Brett <b>Seconded:</b> James  <b>CARRIED</b>		
4.	Appointment of the auditor for the coming year/ Nomination du commissaire aux comptes pour l'exercice à venir	<b>MOTION:</b> That the firm Hilborn, LLP be appointed auditors for the fiscal year ending March 31, 2026.  <b>Moved:</b> James <b>Seconded:</b> Lisa  <b>CARRIED</b>		

5.	Election of directors/ Élection des administrateurs	<ul style="list-style-type: none"> <li>- The by-law of the legal clinic gives a term for directors of three years. Each of the nine board members will be continuing an already-started term for the coming year.</li> <li>- The Governance Committee has been working for the past year on recruiting additional directors, especially Francophone bilingual individuals who are connected to Hamilton's Francophone community, individuals with specific organizational skills, and First Nation, Inuit or Metis individuals who are connected to Hamilton's urban Indigenous communities. That work will continue, and we are pleased to already have a number of applicants for the three current vacancies on the board.</li> <li>- We are accepting applications and would appreciate it if you, as members, could share this especially with Francophone and Indigenous community members.</li> <li>- By-law 10.4 requires that the membership ratify the appointment of a director occurring between annual general meetings.</li> </ul> <p><b>MOTION:</b> That the appointment of Brett Book as a director is ratified and the number of directors is set at the nine current members.</p> <p><b>Moved:</b> Kingsley                      <b>Seconded:</b> Anjali</p> <p><b>CARRIED</b></p>		
	Adjourn	<p><b>MOTION:</b> That the September 17, 2025, business Annual General Meeting be adjourned at 5:15 p.m.</p> <p><b>Moved:</b> Brett                              <b>Seconded:</b> James</p> <p><b>CARRIED</b></p>		
	After	<ul style="list-style-type: none"> <li>- Simon noted that the Annual General Report will be presented in an event that will take place in the fall.</li> </ul>		

		<ul style="list-style-type: none"><li>- Thanks were given to the membership for their attendance, and they were encouraged to stay and ask any questions they may have for a brief question and answer session.</li></ul>		

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