



WOODLOT PRODUCT DEVELOPMENT COUNCIL

Annual Report 2019-20

For the reporting period April 1, 2019 to March 31, 2020

Due to COVID-19, the 23rd Annual General Meeting of the Woodlot Product Development Council will not be held at a physical location. The annual report will be mailed to all 850 members. Members will have an opportunity to vote on all Motions. The outcome of the votes will be compiled by the WPDC Coordinator. To meet quorum, a minimum of 5% of the membership (43 votes) must be received.

Mission Statement

The primary mission of the Woodlot Product Development Council will be to benefit and promote the woodlot industry throughout the province of British Columbia.

WPDC Vision

The resources of the Woodlot Product Development Council will be used to promote sustainable small scale resource management in British Columbia.



Introduction

The annual report provides an opportunity for the Woodlot Product Development Council (WPDC) to report on its activities over the past year. The report serves to inform its members and the general public of achievements and how the resources were managed to meet the Strategic goals of the WPDC.

Strategic planning and business planning processes set priorities and direct resources to those areas where the WPDC Board of Directors believes it will best serve its members.



As a Council member (Woodlot Licensee), you have many ways of influencing the direction that the WPDC Board of Directors takes. These include: Communicate your priorities to the Directors; Complete the annual Woodlot licensee survey; Submit advisory resolutions and/or Volunteer to sit on the Board. Your input is valuable for ensuring that the Board pursues the priorities that meet its members' needs.

Woodlot Product Development Council Operations

The Woodlot Product Development Council (WPDC) was established in 1997 with the purpose to develop, promote and strengthen the economic viability of the woodlot industry in B.C. The Council is accountable to 850 woodlot licensees and is governed by a volunteer Board of Directors elected by the members for two-year terms.

The WPDC has an agreement with the Federation of British Columbia Woodlot Associations (FBCWA) to provide support and services consistent with the purpose of the Council. These services and deliverables are identified in an approved annual budget and work plan.

Funds come from the woodlot levy paid to the WPDC by all woodlot licensees and is collected under the Farming and Fishing Industries Development ACT (FFIDA).

Board of Directors

- Dean Daly, Past President
- Brent Petrick, President
- Lee Pond, Vice President
- Chris Hawkins, Treasurer
- John Massier, Director
- Blain Arnett, Director
- Paul Galliazzo, Director

Council thanks Emma Neil, FLNRORD for her contributions.

WPDC Contractor

Cathy McClary WPDC Coordinator

WPDC Past Presidents

- Cathy Harris 1997-2000
- Marvin Strimbold 2000-2003
- Bas Delaney 2003-2005
- Paul Galliazzo 2005-2007
- Mike Larock 2007-2011
- Chris Elden 2011
- Denise English 2011-2014
- Jerry Benner 2015
- John Massier 2016-2017
- Dean Daly 2018-2019



06/10/2020



Strategic Goals

- The levy collected from woodlot licensees under the FFIDA will be managed by the Board to promote a positive image of the woodlot industry, its products and its services.
- The levy collected from woodlot licensees under FFIDA will be managed by the Board to provide relevant information to the general public and buyers about the benefits of BC Woodlots and small-scale woodlot management.
- The levy collected from woodlot licensees under FFIDA will be managed by the Board to initiate and/or support research programs for the development and enhancement of BC's woodlot industry.
- The levy collected from woodlot licensees under FFIDA will be managed by the Board to initiate and/or support extension services for the development and enhancement of BC's woodlot industry.
- Establish and maintain a strong business relationship with the Federation of British Columbia Woodlot Associations (FBCWA).
- Maintain strong governance and a functioning Board of Directors that works to achieve the WPDC's stated purposes.
- Manage an investment fund that provides revenue in excess of the annual levy revenue collected to fund projects that benefit woodlot licensees.

2019-20 Financial Year End Summary Report

The WPDC-FBCWA Agreement 2019-20 year-end financial summary can be found below. Overall, the total expenditure for 2019-20 was \$309,235.44 which was \$59,035.56 under the approved budget amount of \$368,521.

- Overall spending was at 83.91% of the approved budget
- The amount underspent (\$59,035.56) was rolled over to the 2020/21 account. A Council payment in 2020 will be reduced accordingly
- The joint budget activities were funded through the levy collected by the WPDC and reported to the WPDC as per the terms of the WPDC-FBCWA Agreement.

The Federation maintained due diligence and fiscal responsibility throughout the year and remains committed to operating as cost efficiently as possible while addressing the priorities of its members.

2019-20 WPDC-FBCWA Agreement Year End Financial Summary

Activity	Approved Budget April 1, 2019	Amended Budget	Expenditure to Year-End March 31, 2020	Balance at Year-End March 31, 2020	% Spent
Administration	\$221,720	\$221,720	\$205,602.97	\$15,867.03	92.73%
Timber Pricing	\$46,000	\$46,000	\$50,329.42	-\$4,329.42	109.41%
E-Business	\$25,881.00	\$25,881.00	\$17,276.84	\$8,604.16	66.75%
Communications & Public Relations	\$43,420.00	\$43,420.00	\$36,026.21	\$7,393.79	82.97%
Contingency Funds BC COFI SARA Working Group, Forest Management Committee, Revitalization - Coast & Interior, FRPA Legal Support	\$31,500.00	\$31,500.00	\$0.00	\$31,500.00	0%
TOTALS	\$368,521.00	\$368,521.00	\$309,235.44	\$59,035.56	83.91%



22nd Annual General Meeting Minutes

October 6, 2019, Smithers BC
9:00 a.m. – 9:25 am

MINUTES

Note: For the Annual General Meeting a quorum shall consist of five percent of the total membership. The quorum was determined by a show of hands from the membership and proxy votes submitted. The current membership consists of 855 woodlot licensees. The quorum of 43 licensees was met. The early Bird Draw winner is Lisa Marak.



22nd AGM FOR FISCAL YEAR 2018-19 (Ending March 31, 2019)

1.0 CALL TO ORDER & ADOPTION OF RULES OF ORDER

The 22nd Annual General Meeting (AGM) of the Woodlot Product Development Council (WPDC) was called to order at 9:00 a.m. by the Council Past President, Dean Daly. The AGM reviewed highlights of the past fiscal year from April 1, 2018 to March 31, 2019.

2.0 INTRODUCTIONS

Council directors begin their new term of office partway through the fiscal year commencing with the AGM. Directors are appointed for a two-year term.

The 7-member Board of Directors are:

- John Massier, Quesnel
- Dean Daly, Smithers
- Brent Petrick, Bonnington
- Blain Arnett, Prince George
- Chris Hawkins, Yukon
- Lee Pond, Nanaimo
- Paul Galliazzo, Quesnel

The Board acknowledged outgoing Director, Alison Patch for her contributions over six years, with five of those serving as the Council Treasurer. Council welcomed Paul Galliazzo as the incoming Director.

Council thanked Emma Neil, FLNRORD for her ongoing support.

The Council coordinator is Cathy McClary, Lake Country, BC

The Federation of British Columbia Woodlot Associations liaison is the FBCWA President (Jeff Beale) or a designate (Reece Allingham).

3.0 REVIEW OF FINANCIAL STATEMENTS FOR 2018-19

Alison reviewed the Financial Statements for the year ending March 31, 2019, noting that the statements published in the Annual Report were incorrect. Copies of the correct statements were distributed at the meeting and placed on the website.

4.0 PRESENTATION OF THE ANNUAL REPORT

The Annual Report was presented to delegates at the AGM. The report is also available on the website: www.woodlot.bc.ca

All motions were moved and seconded by woodlot licensees and voted on by those present, including proxy vote holders.

MOTION #1: To accept the agenda as distributed in the AGM registration package. Carried

MOTION #2: To accept the Minutes from the 21st AGM as published in the 2018-19 Annual Report. Carried

MOTION #3: To accept the Financial Statements for the year ended March 31, 2019 as reviewed. Carried

MOTION #4: To accept the corrected Annual Report for the year ended March 31, 2019. Carried

5.0 ADVISORY RESOLUTION SESSION

An advisory resolution allows the Council Board to consider the recommendation without the requirement of having a general vote by the members.

One advisory resolution was received:

Whereas: Most of us are getting older, our eyes are not as good as formerly, a lot of embarrassment and effort (and sometimes danger) is entailed in putting our glasses on and off and peering at someone's chest

Be it resolved that the WPDC Board of Directors give consideration to:

Making our future name tags 5"x9' or thereabouts with the string in each corner so they can't flip over.

6.0 QUESTION AND ANSWER SESSION

There were no questions from the members.

ADJOURN

There being no further business, the 22nd Annual General Meeting in Smithers was adjourned at 9:25 am PST.

WOODLOT PRODUCT DEVELOPMENT COUNCIL FINANCIAL STATEMENTS (UNAUDITED) March 31, 2020

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Woodlot Product Development Council as at March 31, 2020 and the statements of operations and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Prior to compiling the financial statements of the Woodlot Product Development Council, this accounting firm performed bookkeeping services, which included the preparation of journal entries and a trial balance.

Readers are cautioned that these statements may not be appropriate for their purposes.

Nancy A. Roisum, CPA Ltd.
Chartered Professional Accountant
Houston, British Columbia, June 24, 2020



WOODLOT PRODUCT DEVELOPMENT COUNCIL STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS (UNAUDITED - SEE NOTICE TO READER) For the year ended March 31, 2020

	<u>2020</u>	<u>2019</u>
REVENUE		
Ministry of Forest Levy	\$402,916	\$404,779
AGM revenue	16,780	16,996
Almanac ad revenue	<u>486</u>	<u>666</u>
	420,182	422,441
EXPENSES		
Accounting	2,407	2,451
AGM	21,165	20,856
Coordinator fees and expenses	33,188	34,443
Directors' meetings and expenses	6,680	17,359
FBCWA Business	340,535	270,925
Grants and awards		4,000
Insurance	1,540	1,589
Levy refunds	42,787	48,678
Extraordinary Project Proposal	22,718	3,372
Questionnaire	949	5,261
Research and development projects	788	750
Storage	1,783	1,824
Woodland almanac	<u>9,890</u>	<u>8,499</u>
	484,430	420,007
EXCESS OF REVENUE OVER EXPENDITURE BEFORE OTHER ITEMS	(64,248)	2,434
OTHER ITEMS		
Income and gains on investments	<u>(117,514)</u>	<u>189,182</u>
EXCESS OF REVENUE OVER EXPENDITURE	(181,762)	191,616
NET ASSETS, beginning of year	<u>3,619,761</u>	<u>3,428,145</u>
NET ASSETS, end of year	\$ 3,437,999	\$ 3,619,761

WOODLOT PRODUCT DEVELOPMENT COUNCIL STATEMENT OF FINANCIAL POSITION (UNAUDITED - SEE NOTICE TO READER) March 31, 2020

	<u>2020</u>	<u>2019</u>
ASSETS		
CURRENT		
Cash	\$ 166,752	\$ 235,914
Amounts receivable	99,865	88,618
GST rebate receivable	2,257	2,316
Prepaid expenses	<u>34</u>	<u>35</u>
	268,908	326,883
INVESTMENTS	<u>3,177,065</u>	<u>3,294,578</u>
	<u>\$ 3,445,973</u>	<u>\$ 3,621,461</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ <u>7,974</u>	\$ <u>1,700</u>
NET ASSETS		
NET ASSETS	<u>3,437,999</u>	<u>3,619,761</u>
	<u>\$ 3,445,973</u>	<u>\$ 3,621,461</u>

Approved by the Directors:

 Director  Director

