



MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Date	Tuesday, December 13, 2022
Object	Annual General Meeting of the Alliance Française of Calgary / Assemblée générale de l'Alliance française de Calgary
Location	Held via videoconference
Directors Present	Véronique Giry (President), Christian Guyette (Treasurer), Vincent Crabol (Secretary), Carole Carpot, Andrea Jung, Natacha Bordier, Justine Huet and FX Jeannet.
Directors Absent	Marc Lacrampe, Daniel Doz
Also present	Jean-Baptiste Roux (JB)

1. Call to Order and Quorum

- Jean-Baptiste Roux, Director of the AFC, opened the Annual General Meeting (AGM) by welcoming all present to the meeting and thanking them for their presence.
- Veronique, President of the AFC, welcomed everyone present and reviewed the agenda for the meeting.
- The meeting was called to order at 18:02.

2. Quorum

- Jean-Baptiste counted the members of AFC who were present via videoconference or by proxy and confirmed the presence of a quorum.
- 25 members were physically present, and 5 proxies were received.
- The meeting, having been duly convened, was ready to proceed with business.
- Vincent Crabol recorded the minutes of the AGM.

3. Approval of the agenda/Adoption de l'ordre du jour

MOTION: The agenda be approved as circulated on September 19 change, 2022.

MOVED BY: Véronique Giry

SECONDED BY: FX Jeannet

CARRIED

4. Approval of the minutes of the last AGM of December 9, 2021/Adoption du procès-verbal de l'AGA du 9 décembre 2021

MOTION: The agenda be approved as circulated on September 19 change, 2022.

MOVED BY: Véronique Giry

SECONDED BY: Natacha Bordier

CARRIED

5. The President's Report/Mot de la Présidente

2021-22 was a challenging year with great economic and societal uncertainties: return to normal vs new normal, reopening of economy and possible rebound etc. Despite this difficult context, the AFC was able to navigate and report on a successful year overall with an adjusted offering (online/in-person classes) and return of cultural events amongst others.

With a slightly negative result of \$18K (less than 2% of the total revenue) the Board is satisfied with the AFC's performance given the context. The Board is also confident that the results of the current year will be improved given the corrective actions in place to address the small deficit.

6. Director's Report/ rapport d'activité:

- Jean-Baptiste Roux, Director of the AFC, presented his report for 2021-22.

Strategic Plan :

- The goals set as part of AFC's strategic plans were partially reached:
 - Retention: Increase in number of members but slight decrease in number of students. High staff turnover.
 - Community outreach: various new partnerships, especially in the cultural field.
 - Adaptation to a new online/in-person paradigm.

The School:

- Increase in number of members while slight decrease in number of students.
- Online VS In-person classes: fine tuning the right mix of online VS In-person classes based on audience (ex: adults vs children).

The Exam Center

- Increase in number of exams but similar revenue VS previous year due to decrease in price of TEF.

Mediatheque

- Mediatheque use was up in, both, number of borrowers and number of items borrowed.
- The librarian position will not be renewed.

Cultural events

- Re-shift from online to in person events.
- Broad variety of activities from hiking to expos and cinema.

The AFC team

- 33 employees, 85% of which are women.

Communications:

- A 21% increase in social media followers across all platforms.
- Communication primarily focused on AFC's key differentiator: the team.

Satisfaction survey:

- 98% would recommend the AFC. 1,000 students surveyed.

The AFC's partners

- The AFC maintains a strong partner network.
- Addition of two new commercial partners: Au Croque Monsieur and Bow Valley Sup.

Questions from members

- Jean-Baptiste opened the floor for questions and discussion around his presentation.
- A question was asked regarding the cost VS return of cultural activities. Cultural activities are not meant to be revenues generating, many of them being offered free of charge. They participate in the overall brand visibility and are also a proven driver of new memberships.

7. Financial Statements 2021-2022

- Christian Guyette, AFC Treasurer, presented AFC's Financial report for 2021-22 and thanked the AFC team for their efforts this year. Highlights included:
 - Despite numerous economic changes such as the end of Covid subsidies or the effect of inflation on the economy, the AFC is in good financial situation.
 - Total revenue above the \$1M mark for the third time.
 - Slight deficit of \$18k for the period vs positive 2020/2021 of \$159K. Can be explained by an increase of \$100K in wages: new librarian position, more teachers and no interns due to covid restrictions. Also, overall increase on all cost categories due to inflation.
 - Corrective actions in place to address increase of expenses such as staffing adjustments, interns, price of classes increase as well as a new fundraising committee.
 - Confident that the current exercise will not reproduce the same scenario.

MOTION: Approval of the Financial Statement

MOVED BY: FX Jeannet

SECONDED BY: Andrea Jung

CARRIED

8. The network / Le reseau

- Slight increase of 0.5% of students VS 2020 after a 23% drop vs 2019.
- AFC has been highly successful among all worldwide AFs.

9. Elections of new board members / Election des nouveaux membres du conseil d'administration

- All Directors currently in their terms of office.

10. Adjournment/Clôture de l'Assemblée

MOTION: There being no further business, the meeting be adjourned at **18:49 h.**

MOVED BY: Véronique Giry

SECONDED BY: Carole Carpot

CARRIED

Respectfully submitted,

Véronique Giry and Vincent Crabol