

# Environmental Operators Certification Program

## *Annual General Meeting*

19<sup>th</sup> June 2019



**EOCP**

Environmental Operators  
Certification Program



# EOCP ANNUAL GENERAL MEETING AGENDA

Date: Wednesday, 19<sup>th</sup> June 2019

Time: 11:00 am

1. Confirm Quorum
2. Call to Order
3. Welcome and Introductions
4. Approval of the Agenda for the 2019 AGM
5. Approval of the Minutes from the 2018 AGM
6. Chief Executive Officer's Report
7. Presentation of the 2018 Audited Financial Statements
8. Appointment of Auditors for 2019
9. Presentation of Annual Report
10. Appointment of New Directors
11. Questions
12. Adjournment



# Confirming Quorum

## Article 4 Annual General Meeting

QUORUM

3. A quorum of the Annual General Meeting, special meeting or general meeting shall be nineteen (19) voting members and voting shall be by majority vote unless otherwise stipulated.



# 2018 Annual General Meeting Minutes





# CEO's Report



1. Completion of EOCP's Customer Relationship Manager platform
2. Facility classification models incorporated into the CRM
3. An updated Program Guide
4. Founding partner of Operators Without Borders
5. Our very own Operator Conference!



# Financial Highlights



1. The EOCP was able to finance the CRM project through savings
2. With the CEO and staff managing several projects instead of hiring consultants we cut down on expenses
3. We continue working towards making the EOCP financially sustainable



**ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM SOCIETY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2018**

	2018	2017
<b>REVENUES</b>		
Member dues	\$ 294,121	\$ 234,353
Services	251,377	240,858
Grants	-	225,000
Investment income	(7,879)	2,705
Amortization of deferred capital contribution	68,788	70,646
Conference revenues	161,253	-
	<b>767,660</b>	<b>773,562</b>
<b>DIRECT COSTS</b>	<b>5,657</b>	<b>53,162</b>
<b>GROSS PROFIT (99.26%; 2017 - 93.13%)</b>	<b>762,003</b>	<b>720,400</b>
<b>EXPENSES</b>		
Advertising and promotion	19,906	21,692
Amortization	123,383	76,555
Bad debts (recovery)	35,019	(7,492)
Conference expenses	161,608	13,012
Exams, taxes, licenses and memberships	74,205	61,516
Delivery, freight and express	5,967	13,299
Personnel costs	309,440	301,751
Equipment rentals	3,428	4,628
Insurance	3,094	3,919
Interest and bank charges	14,566	9,281
Meals and entertainment	3,296	6,133
Meetings and travel	36,211	39,787
Miscellaneous	-	880
Office and computer supplies	25,143	26,335
Professional services	32,835	33,146
Occupancy costs	33,177	37,757
Repairs and maintenance	3,494	3,163
Utilities	4,863	2,612
Sub-contracts	47,083	31,064
Supplies	1,562	2,266
Professional growth	940	1,486
	<b>939,220</b>	<b>682,790</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ (177,217)</b>	<b>\$ 37,610</b>



## ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM SOCIETY

### Statement of Changes in Net Assets

Year Ended December 31, 2018

	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 627,473	\$ 589,863
DEFICIENCY OF REVENUES OVER EXPENSES	(177,217)	37,610
NET ASSETS - END OF YEAR	\$ 450,256	\$ 627,473





# Appointment of Auditors for 2019



**THE KEMP  
HARVEY GROUP**



# The Year in Review



1. Increased work on compliance
2. 250 exam sessions provided
3. Exams taken by 1,064 Operators
4. Increased focus on stakeholder relations
5. The EOCP is well positioned for the future



# Appointment of New Directors



**Peter Coxon**  
Senior Project Leader/Principal  
Urban Systems



**Anna Agnew**  
Principal  
LAVO Water & Wastewater  
Services



**Christopher Lawrence**  
Public Works Superintendent New  
Hazelton



Please use the GoTo Meeting messaging option to ask questions.