

## 2<sup>nd</sup> ANNUAL GENERAL MEETING – MINUTES

Lotus STEMM  
Saturday, September 26<sup>th</sup>, 2020  
Zoom

### Board members **present**:

Bhairavi Shankar	Arshdeep Singh Phagoora	Maryam Raza
Shefali Chaudhary		

### Board members **absent**:

Shaiya Robinson

### Chair, Dr. Bhairavi Shankar:

**Before we begin, I'd like to invite Mr. Arshdeep Phagoora to Acknowledge the Traditional Lands.**

### Secretary, Mr. Arshdeep Phagoora:

**\*land acknowledgement: Indigenous acknowledgement**

*We would like to begin by acknowledging that the land on which we gather, and on which the Region of Peel operates, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.*

*Peel Region - the traditional territory of the Anishinabek (Ojibway), Huron-Wendat, Haudenosaunee (Iroquois), and home to the Métis, was most recently, the territory of the Mississaugas of the New Credit First Nation.*

*On this day our meeting place is still occupied by many Indigenous peoples (i.e. First Nations, Métis and Inuit) from across Turtle Island (North America). We are grateful to have the opportunity to work on this land, and by doing so, we give our respect to its first inhabitants.*

### Chair, Dr. Bhairavi Shankar:

Thank you Mr. Phagoora. This is our 2<sup>nd</sup> Annual General Meeting. I would like to call the meeting to order. The time is \_\_\_ (please note actual time).

The notice for the AGM meeting was duly given.



\*Bhairavi gives her Chair's statement as listed below:

"The need for diverse voices in leadership roles and at every level of the STEMM journey is getting louder with each passing month.

2019-2020 has been quite a milestone year for Lotus STEMM in our efforts to reach more South Asian women in Canada and across the world. In twelve months, we have launched several programs that ensure women in every level of their STEMM journey are able to connect, inspire and lift each other through support, networking, and collaborations. We are proud to have launched the virtual Mentorship program, the in school STEM club, The Pond, Paksh, our first ever Degrees of Success conference for youth and parents, and a South Asian chapter of the Canada Association for Girls in Science. While COVID-19 has greatly impacted the way several aspects of our in-person programming can proceed in the foreseeable future, we are proud to connect with the South Asian community in new and global ways. We invite you to join us in shaping a more inclusive space for South Asian women in STEMM."

We will now move to our more formal part of the AGM. Please note that only board members and paying members are allowed to vote during this section Lotus STEMM.

1. Bhairavi makes a motion to appoint the Secretary to take the AGM minutes.  
**"I move that Arshdeep be appointed as secretary to take annual general meeting minutes"**

Moved by: [Maryam Raza](#)

Seconded by: [Ms. Shefali Chaudhary](#)

Any discussion. If no, then please vote.

All in favour.

Any opposed.

The motion is carried.

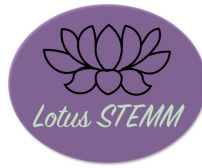
2. Meeting Quorum for AGM to proceed
  - a. The membership consisted of 5 members.
  - b. 4 members are in attendance
    - i. There is a quorum to proceed with the AGM
    - ii. **Bhairavi declares that we have a quorum and we can proceed with the approval of the agenda.**

3. Approval of agenda.

**"I hereby move that the agenda for the 2<sup>nd</sup> Annual General Meeting be approved"**.

Moved by: [Arshdeep](#)

Seconded by: [Shefali](#)



Any discussion. If not, then please vote.

All in favour.

Any opposed.

The motion is carried.

4. **Bhairavi invites Dr. Roopali Chaudhary, the Chief Executive Officer/Executive Director of Lotus STEMM to deliver her report - "Update on Lotus STEMM on goings".**

No Motion Necessary (full presentation slides available)

5. **Bhairavi to invite Maryam Raza on behalf of Dr. Shaiya Robinson, treasurer, to present the Financial Report**

~~There are two tasks to on behalf of the treasurer:~~

~~i. Present auditor's report~~

~~ii. Appointment of auditors~~

a) **Financial report: Lotus STEMM is currently in the negative, however is working on programs to develop financial independence.**

b) **Lotus STEMM is looking for an auditor, and thus appointment will be deferred to a later date.**

"As the Treasurer of the Board for Lotus STEMM, it is with great enthusiasm that I report that we saw a 2738% increase in profit last past fiscal year! At the end of our first year of operation, Lotus STEMM was in a deficit of \$620. Since then, we have gained considerable momentum with our fundraising efforts, with over 80% of our profits this year coming from non-government grants! The breakdown of our profits are as follows:

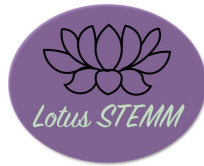
**Grants:**

- \$13,906.50 from the EDGE Investment Readiness Program (IRP), used to fund the LS Mentorship Program and hire a professional grant writer.
- \$1500 from the Taking IT Global Grant, used to fund our inaugural conference, Degrees of Success.
- \$100 from The STEM Squad CrossPollination Grant, used to fund LS Mentorship Program.

**Sponsorship**

- LS received a total of \$1176.42 from both Two Photon Art and Matrix360, which was used to cover costs of the Covid19 explainer videos and conference-related expenses.

**Speaking Engagements and Workshops**



- Up from \$300 last year, this year we earned \$1,725.00 for invited speaking engagements, panel discussions and workshops.

Last year, our greatest expenses were fees related to non-profit business registration and attending national and local conferences and workshops, which put us in a deficit of \$920.64. Due to Covid19 restrictions this year, LS has not attended any in-person conferences. However, we did host our own conference, Degrees of Success. Money was spent on purchasing a full licence for video conferencing software (Zoom); honoraria for invited speakers, panelists, and outreach partners; and prizes for our STEM competition. Additionally, this year we have solicited the expertise of a professional grant writer, Do Good Fundraising, to help us secure additional funding for the upcoming fiscal year. A breakdown of our major expenses are as follows:

- \$1186.50 spent to hire a professional grant editor, DoGood Fundraising, which was funded by the EDGE IRP grant.
- \$780.51 spent on Degrees of Success, funded by the Taking IT Global Grant
  - \$600 to our Outreach Partners
  - \$143.51 for Zoom software
  - \$37 for speaker gift
- \$98.96 spent on operating expenses such as cheques (\$50.94) and monthly subscriptions for website hosting (\$28.24) and accounting software (\$19.78/mo), funded by the Brampton Microgrant.

With the introduction of our new programs, we recognize that continued financial growth is necessary to help us succeed in 2021. We are continuing our partnership with Sci-Illustrate to distribute postcards featuring South Asian women in STEM, for a 10% consignment. Also, as an official CAGIS Community Chapter, Lotus STEMM will receive a portion of the membership fee for participants joining our Chapter. Lastly, with the help of DoGood Fundraising, we have also applied for the Ontario Trillium Fund's Resilient Communities Grant, which will allow us to continue providing virtual programs during COVID-19.

As Treasurer of the board, I look forward to a prosperous year ahead!  
Shaiya Robinson, Ph.D."

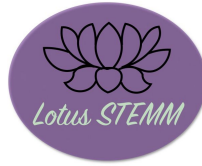
**"I move that the financial report and auditor's appointment for 2019/2020 be approved as presented"**

Moved by: [Shefali](#)

Seconded by: [Arshdeep](#)

Any discussion.

All in favour.



Any opposed.  
The motion is carried.

6. Board members for 2020-2021 fiscal year.  
**Bhairavi will invite Shefali to present any new Board members to the AGM.**

Shefali to take over:

- Lotus STEMM consists of 5 board members.
- Currently there are 0 vacancies for the board.

Shefali invites the secretary, Mr Arshdeep Phagoora to pass the motion.

Arshdeep presents the following slate as the Membership for Board of Directors for the Year of 2019/2020.

**“I move that the membership of the board of directors for 2019/2020 be as follows:”**

Dr. Bhairavi Shankar (Chair)	Year 3	(2nd Term)
Dr. Shaiya Robinson (Treasurer)	Year 3	(2nd Term)
Mr. Arshdeep Phagoora (Secretary)	Year 3	(2nd Term)
Ms. Shefali Chaudhary	Year 3	(2nd Term)
Ms. Mariam Raza	Year 2	(1 <sup>st</sup> Term)

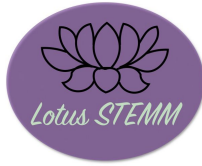
Moved by: Maryam  
Seconded by: Arshdeep

Any discussion. If none, then please vote.  
All in favour.  
Any opposed.  
The motion is carried.

7. Bhairavi invites Shefali to make the following announcement:  
**Lotus STEMM is governed by the By-Laws for Lotus STEMM which has been approved by the board.**

**“I move that the by-laws are accepted as presented”**

Moved by: Shefali  
Seconded by: Maryam



Any discussion.  
All in favour.  
Any opposed.  
The motion is carried.

8. Bhairavi asks for the adjournment of the meeting  
**Bhairavi declares that the business of the meeting is completed and asks for a motion to declare it closed. Time \_\_\_ (please note exact time).  
"I move that the meeting be declared closed".**  
Moved by: **Shefali**  
Seconded by: **Arshdeep**

Any discussion. If not, then please vote.  
All in favour.  
Any opposed.  
The motion is carried.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_