

**“It was the best of times, it was the worst of times,  
Charles Dickens**

This quote pretty much summarizes this year at the Conservatory.

The number of people who dropped in to visit, attend rentals, school tours and 'Lil Gardeners was the highest in our history. The RFC was changing from the best-kept secret in Regina. People appreciated the Conservatory for a causal drop in visit to the ideal place for their special event. But then the COVID pandemic hit and everything turned around quickly.

Special thank you to the members of the Board of Directors. Not only did they work together to handle the ongoing requirements of managing the Conservatory but also when the pandemic hit, they worked quickly to implement a plan to handle things like cancelations and refunds plus maintaining the display until the Conservatory can reopen.

The reports from each coordinator were sent out with the pre-meeting material. I encourage you to read them if you haven't already to get a great overview of the year. If you have any questions please send an email to the specific coordinator or [info@reginafloralconservatory.ca](mailto:info@reginafloralconservatory.ca). Judy will ensure they are passed on to the appropriate coordinator.

Thank you for their service to the two members of the Board who are stepping down

Edna McCall – has ably led the Events group since 2003. It would be interesting to total the number of cups of tea and coffee that have been poured at the 100 teas she has organized, never mind all the potlucks and other events she has successfully coordinated.

Ingrid Ruud – as the Membership coordinator Ingrid has been the welcoming face to new members, introducing them to the workings of the Conservatory and helping them get acquainted with the area they are interested in volunteering.

Big thanks. We will miss you.

Another change this year was that the Board welcomed Barb McWatters as a member-at-large to the Board. As a member-at-large, Barb does not have a specific area of responsibility but represents all members and brings a fresh set of ideas to the board. Welcome Barb

A new operating agreement with the City of Regina was signed last year. This is a five-year agreement, virtually unchanged from the previous agreement.

Another action the board took in relation to the pandemic was to waive the registration fees for the 2020-2021. You will hear from Lyle Fluter during the Treasurer report that the RGA is financially stable; however we would certainly appreciate members paying their fee if they are able to help offset the substantial drop in revenue from Education programs, Events and Rentals.

Going forward, please welcome two new members to the board

- Brenda Herring is stepping into the position of Vice-President. She will also continue as the Education coordinator. The vice president position has been vacant for many years and I look forward to working with Brenda in her new role.
- Katherine Yesensky is stepping into the Membership coordinator position. Katherine was very involved and worked with Ingrid on the Kickstarter Fundraiser this past year. I welcome her to the board in her new role.

Speaking of the board – it continues to be a challenge to find members who are willing to get involved with the management of this wonderful place. There are two positions currently vacant – Reception and Events. I have been filling in as the Reception coordinator for the past year and though I enjoy having day-to-day contact, it has been a challenge.

Like so many organizations today, the RGA needs people to take on the challenge of providing leadership. It is a great opportunity to meet new people and help the organization continue serving the people of Regina. I know that Edna is prepared to help transition the person who accepts the Events coordinator position, as am I with Reception. It is not as scary or time-consuming as people may think. And I can say from experience that it is truly rewarding.

All in all it has been a most unusual year but we are adapting and will continue to provide this unique experience to people from Regina, Saskatchewan and around the world.

## **AGM Events Report for 2019 -2020**

The year started off as usual with our startup pot luck and AGM meeting.

We had three successful Teas, Harvest, Christmas and Valentines

We had the Scout troop assist us with setup again this year. This was much appreciated since it was getting more difficult to find members who could do the heavy lifting. We were very successful in getting a variety of local musical performers for each tea.

The Christmas Pot luck was held over two very, very cold evenings resulting in poor turn outs both evenings. However, Five City Councilors attended

We were well on our way with the preparation for the Easter Tea when the Pandemic struck.

We sold 131 tickets, refunded 97 and 7 donated theirs. There are still 27 outstanding.

It was very sad to loose one of our long time Committee members Shirley Tuttosi in April. .

I would like to give a HUGH thank you to my Committee some who have been with me since 2003 when I took on the responsibility of the Events Coordinator as well as the ones that joined the committee over the years. Also a thank you to all the volunteers who assisted us with the Teas with food prep, serving, washing dishes, coffee and tea and clean up. As I said many times on Tea day “we work like a fine oiled machine.”

There are no plans for Teas or special events in the for seeable future until we know how this pandemic plays out.

Since this is my final report as I am retiring from my position as Events Coordinator I would like to say that I enjoyed volunteering and meeting so many great people in various positions of the different areas for the last 20 years.

The two most significant accomplishments that I am most proud of is the name change from The City of Regina Green House to The Regina Floral Conservatory.

As well as hosting five teas a year since 2003 which became a major fund raiser.

It is time for me to move on to another chapter in my life and I wish all of you success as you move forward during and beyond this pandemic,

## RENTALS REPORT

Revenue raised from renting the Floral Conservatory for weddings, birthdays, anniversaries, family photographs and other events is a significant source of self-generated revenue for the Regina Garden Associates.

Rentals in the past year were on target, comparable to previous years although a rate increase and restrictions on rentable hours came into effect in September. When COVID-19 hit in mid-March, everything, including rentals, stopped dead in its tracks. All bookings for the remainder of the season (March through June) were canceled and refunds issued.

From September to the March closure there were 58 rented events, bringing just shy of 1500 people to the Conservatory and generating \$ 11,905 in revenue.

Our ability to raise revenue through renting the facility is dependent on our ability to provide a welcoming and serene venue for the families coming to celebrate their special occasions. We rely on the floral display volunteers to create the magic beforehand, and the reception and after-hours volunteers to greet our guests and look after facility logistics on the day of the event.

A huge thank-you to the dozens of RGA members who made the - somewhat truncated! - 2019-2020 rental program a success.

Submitted by Gayl Hipperson, Rental Coordinator

## EDUCATION REPORT

We had a very busy and productive year – until March that is. Thanks to all the volunteers involved in the Education programs. Without you, our programs could not happen! The highlights of the four areas of Education: Plant Identification, Lil Gardeners, and Educational Tours and Teas, Tours and Treats.

### **Plant Identification**

- The Plants of the Regina Floral Conservatory manual has been completed and placed in the reception area for our workers and the public.
- This manual was also emailed two pages at a time per week to the maintenance and education workers.
- Four self guided tours featuring ten plants each were developed and made available in booklet format for the public to use.
- An ongoing tracking system of our plants is the backbone of this system that also includes the labels of the permanent plants.

### **Lil Gardeners' Club**

- Three sessions per month were held a month, 21 in total, and with 1224 participants.
- We anticipate starting up in the fall of 2021, if possible.
- We had 14 amazing volunteers who kept our children smiling and happy.
- Thanks to the Tuesday and Wednesday maintenance crews for their cooperation as they worked around our program.

### **School Tours**

- We had 30 tours and reached 561 children, quite a drop from other years, as our busiest months are April and May.
- Nine workers included two who gave the main tours, two others who were starting to give tours, tour assistants and our cuttings crew.

### **Teas, Tours and Treats**

- This was a new program available to adults during the weekdays. They also received a cutting.
- We had 4 tours and 49 participants.
- This program will be under review.

Submitted by Brenda Herring, Education Coordinator

## COMMUNICATIONS REPORT

The 2019/2020 season at the Regina Floral Conservatory has had its' challenges. The fall started out with our Harvest Tea, followed by the Christmas Tea, both of which were advertised through the news media outlets, on Facebook and Twitter, and with posters. Unfortunately, in February we had to cancel all further events due to COVID 19.

A new education program called "Tour, Tea, and Treat" had been created. I designed a postcard and poster to advertise this new program, although it, too, had to be canceled.

The City of Regina has been very helpful with advertising the Floral Conservatory on their website.

The Regina Floral Conservatory website has been updated to reflect our temporary closure. However, I continue to post pictures on our Facebook page to keep in touch with our over 3000 friends.

Submitted by Marianne Wilkinson, Communications Coordinator



## **FLORAL DISPLAY COMMITTEE REPORT**

In the fall of 2019 it was decided that a committee comprised of one member from each daily maintenance team would take on the tasks that were previously the responsibility of the Floral Coordinator. On March 13, 2020 these volunteers, representing each day of the week, assumed responsibility for the following duties:

Judy Lutz, Floral Lead

Cindy Booth & Lynn Sebastian, Procurement Leads

Cathy Chenier & Kathy Fines, Permanent Plant Leads

Faye Rafter & Rita McClintock, Bulb Leads

When all city facilities were closed March 16, the conservatory was allowed to have 5 volunteers in the building, practicing safe distancing and COVID-19 protocols, to maintain the plants. Fortunately, we had enough morning maintenance volunteers that were willing to continue daily routines until June 14 when the summer watering crew took over.

The committee made the decision that spring bulbs would not be ordered this year as conditions regarding COVID-19 were so uncertain and they didn't want to have \$5,000+ invested in bulbs that might not be planted.

The city repaired the west wall in the basement necessitating the removal and then replacement of all items stored in the shelves that are used in floral displays. All of the summer maintenance jobs were completed and we truly appreciated the assistance of various RGA members in helping us ready the conservatory.

As the conservatory is still closed to the public no floral displays have been undertaken to date. Morning maintenance teams, with reduced participation, resumed their duties September 6.

The Floral Display Committee has spent countless hours fulfilling their responsibilities and we value the efforts of every RGA volunteer in maintaining this permanent collection.

Submitted by Judy Lutz Floral Display Committee Lead

## MAINTENANCE REPORT

The 2019-20 year was routine in regards to maintenance no special projects undertaken. The main chores were routine maintenance of hoses and other equipment purchasing and delivery of soil and peat moss.

Thanks to all who helped making my job easy this past year.

Submitted by Arne Strom, Maintenance Coordinator

## RECEPTION REPORT

From the opening in September to the sudden closure in mid-March the Conservatory was a busy place. Around 9,422 people dropped in to enjoy the display with a record high of 2,176 in February. The 25 people that volunteer in the reception area greeted them warmly and graciously ensuring their visit was a pleasant experience. Many of these same members volunteered to oversee after hour rental events. A huge thanks as you are truly the welcoming face of the Regina Floral Conservatory.

Last year the group met in September and again in February to have lunch, socialize, learn changes to the processes and programs at the Conservatory and provide their feedback. A third meeting was planned in June but of course it was cancelled due to the lockdown.

As usual process changes and improvement were implemented throughout the year. In mid-September we transitioned to using the system provided by Ambassador Coffee to prepare coffee for visitors. Ambassador Coffee services the coffee maker and exchanged carafes every month. There is no cost to this service, we simply agree to purchase our coffee supplies through them. This addressed the concerns the volunteers raised about cleanliness and multiple people have access to the Keurig. The membership purchase process was changed to ensure all information is captured at the time of sale. As well a revised receipt process for donations meant all information for recording in the RGA QuickBooks and issuing the charitable income tax receipt was captured at the time of the donation.

As the acting Reception coordinator I enjoyed keeping in the loop while continuing the search for someone to fill the position. A person did volunteer in February but had to withdraw due to illness. So, while I enjoyed the hands on experience I will be continuing to search for a member to assume the position.

Submitted by Colleen Sampson, acting Reception Coordinator

## MEMBERSHIP REPORT

I would like to thank my fellow Board members for their support and encouragement for the past three years.

The members who assisted in any way during my time in this position were invaluable.

New member orientations took place twice a week and following that, members were placed to volunteer in areas of their interest.

The membership fees for 20/21 were made optional. Forty seven members paid the revised \$25. fee, which resulted in a total of \$1175.00. We thank you all.

Regina Garden Associates currently has 193 members.

Submitted by Ingrid Ruud, Membership Coordinator

**Regina Floral Conservatory**  
**Year to Date July - June**

2019-20    2018-19    2017-18    2016-17    2015-16

**VISITORS**

**EDUCATION**

School Tours	561	1514	1522	1746	965
Lil Gardeners	1224	1420	996	1056	971
<b>Total</b>	<b>1785</b>	<b>2934</b>	<b>2518</b>	<b>2802</b>	<b>1936</b>

BOOKED	note 1	1499	2153	2653	2374	2994
AFTERNOON SOCIAL		194	306	327	212	0
TEAS, TOUR, TREATS		49	0	0	0	0
EVENTS	note2	701	1419	1322	1250	1178
DROP INS		8670	13406	11858	7993	6252
THURSDAY 4:30-8		374	0	0	0	0
FRIDAY 11:30-1		378	0	0	0	0
<b>TOTAL VISITORS</b>		<b>13650</b>	<b>20218</b>	<b>18678</b>	<b>14631</b>	<b>12360</b>

**NUMBER OF ACTIVITIES**

**EDUCATION**

School Tours	30	65	58	80	41
Lil Gardeners	21	23	16	16	16
<b>Total</b>	<b>51</b>	<b>88</b>	<b>74</b>	<b>96</b>	<b>57</b>

BOOKED	note 1	58	86	99	83	203
AFTERNOON SOCIALS		16	22	30	18	0
TEAS, TOUR, TREATS		4	0	0	0	0
EVENTS	note2	4	7	7	9	6
<b>TOTAL</b>		<b>133</b>	<b>203</b>	<b>210</b>	<b>206</b>	<b>266</b>

Note 1 - includes any type of rental and afternoon social events

Note 2 - includes events planned and hosted by the RGA like teas, meditation, jazz

Closed from March 13 to June 13 due to the COVID-19

## Treasurer Report

### Revenue

Comparison of July to February the Regina Garden Associates. Education Revenue was up 33% for the same period last year. Rental Revenue was up 30 % for the same period last year. Events Revenue was 3.4% higher mostly to increase in tea event prices with fewer events last year.

The New Floral Conservatory member contributions and fundraising made up 21.3K of our revenue to the end June 2020.

In March, April, May 2020 refund were made to our customers and members for Rentals, Education and Teas. The total refund were \$5127.00 to June 30, 2020.

### Expenses

No Large capital purchases were made for 2020 and expense to end of June were 15% less than previous year mostly closing in March 2020 due to Covid 19..

Net income to the end of June 30,2020 was 47,853.00.

**REGINA GARDEN ASSOCIATES INC.**

**FINANCIAL STATEMENTS**

Unaudited

**JUNE 30, 2020**

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## REVIEW ENGAGEMENT REPORT

To the Members of  
Regina Garden Associates Inc.

I have reviewed the accompanying financial statements of Regina Garden Associates Inc. that comprise the balance sheet as at June 30, 2020, and the statement of operations, change in members' equity and cash flow for the period then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Practitioner's Responsibility**

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

### **Conclusion**

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Regina Garden Associates Inc. as at June 30, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Regina, Saskatchewan

September 15, 2020



Marcia Herback

CPA, CA



**REGINA GARDEN ASSOCIATES INC.**  
**BALANCE SHEET**  
**AS AT JUNE 30, 2020**  
(with comparative figures for 2019)  
(Unaudited)

	2020	2019
<b>ASSETS</b>		
<b>Current assets</b>		
Cash	\$ 74,314	\$ 43,240
Investments	70,000	135,578
Accounts receivable	<u>2</u>	<u>9,020</u>
	144,316	187,838
<b>Investments (Note 2)</b>	<u>90,000</u>	<u>-</u>
	<u>\$ 234,316</u>	<u>\$ 187,838</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Deferred revenue	\$ 545	\$ 1,920
<b>Net assets</b>		
Cumulative surplus	<u>233,771</u>	<u>185,918</u>
	<u>\$ 234,316</u>	<u>\$ 187,838</u>

See accompanying notes

Approved on Behalf of the Board

C. H. Dimpson Director

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**REGINA GARDEN ASSOCIATES INC.**  
**STATEMENT OF INCOME AND CUMULATIVE SURPLUS**  
**FOR THE YEAR ENDED JUNE 30, 2020**  
**(with comparative figures for 2019)**  
**(Unaudited)**

	2020	2019
<b>Revenue</b>		
Conservatory rentals	\$ 11,905	\$ 19,074
Donations	16,728	24,628
Kids Can Grow Program	11,824	11,633
Events	13,166	19,836
City of Regina grant	18,000	18,000
Farm Credit Canada grant	-	2,500
New floral conservatory contributions	14,085	-
New floral conservatory fundraising	7,236	-
Memberships	<u>3,610</u>	<u>3,600</u>
	<u>96,554</u>	<u>99,271</u>
<b>Expenses</b>		
Concept project	-	30,581
Conservatory plants	18,140	22,143
Conservatory labour	3,600	4,550
Conservatory supplies	2,535	3,032
Conservatory events	5,138	8,882
Administration	5,255	6,749
Insurance	1,202	1,173
Kids Can Grow Program	1,493	1,596
Marketing	3,364	4,564
New floral conservatory	2,509	-
Office supplies	227	99
Open house	-	633
Printing and duplication	61	120
Professional fees	1,082	944
Repairs and maintenance	1,169	929
Telephone	1,903	1,885
Volunteer appreciation (socials, lunches, etc)	<u>3,244</u>	<u>3,136</u>
	<u>50,922</u>	<u>91,016</u>
<b>Surplus (deficit)</b>	<u>45,632</u>	<u>8,255</u>
<b>Other income</b>		
Interest on term deposits	2,146	1,906
Miscellaneous	<u>75</u>	<u>318</u>
	<u>2,221</u>	<u>2,224</u>
<b>Surplus (deficit) for the year</b>	47,853	10,479
<b>Cumulative surplus, beginning of year</b>	<u>185,918</u>	<u>175,439</u>
<b>Cumulative surplus, end of year</b>	<u>\$ 233,771</u>	<u>\$ 185,918</u>

See accompanying notes

**REGINA GARDEN ASSOCIATES INC.**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2020**  
(with comparative figures for 2019)  
(Unaudited)

	2020	2019
<b>Operating activities</b>		
Surplus for the year	\$ 47,853	\$ 10,479
Net change in non-cash working capital balances		
Investments	65,578	(85,578)
Accounts receivable	9,018	(8,971)
Deferred revenue	(1,375)	(2,180)
Cash provided by (used in) operating activities	<u>121,074</u>	<u>(86,250)</u>
<b>Investing activities</b>		
Change to investments	<u>(90,000)</u>	<u>50,288</u>
Cash provided by (used in) investing activities	<u>(90,000)</u>	<u>50,288</u>
<b>Increase (decrease) in cash</b>	31,074	(35,962)
<b>Cash position, beginning of year</b>	<u>43,240</u>	<u>79,202</u>
<b>Cash position, end of year</b>	<u>\$ 74,314</u>	<u>\$ 43,240</u>

See accompanying notes

**REGINA GARDEN ASSOCIATES INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2020**  
**(Unaudited)**

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**1. Summary of significant accounting policies**

- (a) The purpose of the Regina Garden Associates Inc. is to support and promote horticultural activities in the City of Regina. This is mainly supported by fundraising activities such as seminars, events and rental of the Conservatory.
- (b) Inventory is recorded at the lower of cost or net realizable value.
- (c) Capital assets are charged against operating revenues when purchased. During the year capital assets in the amount of Nil (2019 - \$1,507) were expensed.
- (d) Revenue is recognized in the period in which it is earned and if the amount to be received can be reasonably estimated and collection is reasonably assured.
- (e) The Regina Garden Associates Inc. initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash and investments.

- (f) The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known.

**2. Investments**

Investments consist of a term deposit of \$45,000 with an annual interest rate of 1.4% that matures June 2022 and a term deposit of \$45,000 with an annual interest rate of 1.5% that matures June 2023.

**3. Incorporation status**

Regina Garden Associates Inc. is incorporated under the Non-Profit Corporations Act of Saskatchewan. According to the provisions of the Income Tax Act, as a registered charitable corporation Regina Garden Associates Inc. is exempt from taxation.

**4. Financial instruments**

The Regina Garden Associates Inc. is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's exposure and concentrations at June 30, 2020:

**Credit risk**

Credit risk arises from the potential that a party may default on their financial obligations, or if there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the Association could incur a financial loss. The Association is exposed to credit risk with respect to cash and investments. The Association manages its credit risk by placing cash and investments with major financial institutions. There has been no change from credit risk exposure from 2019.

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**REGINA GARDEN ASSOCIATES INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2020**  
**(Unaudited)**

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**4. Financial instruments (continued)**

**Liquidity risk**

Liquidity risk is the risk that the Association may not be able to meet a demand for cash or fund its obligations as they come due or not being able to liquidate assets in a timely manner at a reasonable price. The Association is exposed to liquidity risk with respect to its investments but manages its liquidity risk by holding assets that can be readily converted into cash. There has been no change from liquidity risk exposure from 2019.

**Interest rate risk**

Interest rate risk is a type of market risk that refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates. The Association is exposed to interest rate risk with respect to its cash and investments and its effect on interest income. Fluctuations in interest rates do not have a significant effect on cash and investments due to the fact that interest income is not a major percentage of total revenue. There has been no change from interest risk exposure from 2019.

**5. Economic dependence**

The Regina Garden Associates Inc. has an operating agreement with the City of Regina to run and maintain the Regina Floral Conservatory which is owned by the City of Regina. The Regina Garden Associates Inc. operates out of the Regina Floral Conservatory. Many of the plants in the floral display are purchased by the City of Regina. As a result, the association is dependent upon the continuance of this agreement to maintain operations at their current level.

**6. Subsequent event**

Prior and subsequent to June 30, 2020, financial markets have been negatively impacted by the novel Coronavirus or COVID-19, which was declared a pandemic by the World Health Organization on March 12, 2020. This has resulted in significant economic uncertainty and the Association is monitoring its operations and assessing the impact COVID-19 will have on its activities. Accordingly it is difficult to reliably measure the potential impact of this uncertainty on the Association.

**7. Comparative figures**

Certain comparative figures have been reclassified to conform to the current year's presentation.

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