



## **2024 Annual General Meeting**

March 11, 2024

13:30 – 14:30 AST

Paradiseus Palma Real, Punta Cana, Dominican Republic

2023 Chair: Brendan Nobes

2023 1<sup>st</sup> Vice Chair / 2024 Chair: Francis Roy

President: Mary Van Buren

### **1.0 Call to order**

The chair welcomed everyone and thanked them for attending the AGM. The chair then reviewed the meeting protocol for voting, and tested the on-line voting system with a question. There were no issues raised by the attendees. Quorum was confirmed.

The chair then called the meeting to order and reviewed the agenda.

### **1.1 Approval of minutes**

It was MOVED and SECONDED:

“THAT, the AGM minutes of March 6, 2023, be approved.”

Motion passed.

### **Agenda Items**

#### **2.0 Chair and President’s report**

The Chair noted that he had spent the past year stewarding three of CCA’s strategic priority areas:

- Expanding CCA’s engagement with members, in person;
- Strengthening the bonds between our partner associations; and
- Ensuring a smooth transition between Chairs and Presidents

The Chair noted that both he and Mary Van Buren would be leaving their positions as Chair and President respectively, and that the association would be in good hands with Francis Roy and Rod Gilbert. He then invited attendees to view the highlight video of 2023.

The President then thanked all the volunteers for contributing to a successful year, from the largest Hill Day ever, to the launch of the new SignaSur platform.

#### **3.0 Finance & Audit committee’s report**

The chair advised the members that that CCA’s auditors, Kelly Huibers McNeely, conducted a financial audit and provided an unqualified opinion confirming that the financial statements provided present fairly, in all material respects, the financial position of the CCA as at Dec 31, 2023, and that the results of CCA operations and cash flows for the year as presented were in accordance with Canadian accounting standards.

He also confirmed that all government remittances and other expenses have been paid.

### 3.1 Statement of Operations

The treasurer noted that coming into 2023, CCA had budgeted an operating deficit of \$232,950, with the normal annual 2% membership fee deferred, a return to in person meetings and investment in the new contract management system, SignaSur. However, with significant sponsorship and attendance for the annual conference, and surplus from investments as well as savings in the Best Practices Services area of the budget, CCA reports a lower than budgeted operational deficit of \$92,474 vs the budgeted deficit of \$232,950 and a net deficit of \$43,836 when the paper gain on investments is included as required.

### 3.2 2019 Audited Financial Statements

The treasurer referred members to the 2023 audited financial statements, noting that the net asset reserve at Dec 31, 2023 was \$5,018,975, and included:

- Strategic initiatives fund of \$400,000
- Revenue risk fund of \$400,000
- Advocacy fund of \$250,000
- Legal fund of \$250,000
- Conference and meetings fund of \$200,000

### 3.3 Appointment of auditors

The treasurer then advised the members that one of the requirements of the AGM is to appoint the auditors.

It was then MOVED and SECONDED”

*“THAT the members at this Annual General Meeting appoint the firm of Kelly Huibers McNeely as the Association’s auditor for 2024.”*

Motion passed.

### 4.0 Nominating Committee’s Report

The Nominating Committee Chair thanked those who served on the committee, and noted that a taskforce was created to address the request that Integrated partner associations also be members of the CCA.

After discussion with the CCA Board in June of 2023, followed by a consultation with the working group, the Governance and Nominating Committee reviewed the final proposed changes to the By-laws in August, and CCA’s Board endorsed the recommendation.

The amendments to the by-laws address the following:

- integrated partner associations are members;
- voter engagement: to allow for absentee voting, that is, the ability to vote by mail or electronically (not proxy voting), which should increase voter turnout and engagement.
- process clarification: included language around requirements to bring motions or candidates forward at the AGM.

It was then MOVED and SECONDED:

*“Be it resolved that the amendments to By-Law 1 are hereby approved in the form presented to the Members.”*

Motion passed.

The Committee chair then thanked the members of the nominating sub-committee for their efforts in reviewing all the candidates who put their names forward for the CCA board, committees and councils. He noted that there would be two motions – one to approve the slate of nominees, and the second to elect the slate.

It was then MOVED and SECONDED:

*“That the Members accept the slate of nominations to the 2024/2025 CCA Board of Directors as presented.”*

Motion passed.

It was then MOVED and SECONDED:

*“THAT the CCA 2024/20245 individuals listed on the slate of nominations are elected to the CCA Board for the terms as set-out on the slate.”*

Motion passed. The Chair congratulated the newly elected individuals, and recognized the outgoing members, concluding with farewell remarks. He then presented the gavel to the 2024 Chair, who reciprocated with a Past Chair’s pin, and a glass statue for honorary lifetime membership.

#### **5.0 2024 Chair’s Address**

The 2024 Chair offered his first official remarks in French, thanking the 2023 Chair, and outgoing President. He noted that as Chair, his primary goal would be to support a healthy environment where communication is encouraged and valued so that everyone can contribute meaningfully to the achievement of our association's strategic objectives.

He concluded his message by inviting all to share their ideas, concerns, and aspirations over the coming year, to help to shape a promising future for the industry.

#### **6.0 Adjournment**

The meeting was then adjourned at 14:27.

Certified Correct by:

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Francis Roy  
CCA chair

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Mary Van Buren  
CCA president