



2025 Annual General Meeting

March 10, 2025

13:30 – 14:30 EST

Fairmont Chateau Frontenac, Quebec City, Quebec

2024 - 2026 Chair: Francis Roy

2025 Vice-Chair: Trevor Doucette

President: Rod Gilbert

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 11, 2024, be approved.”

Motion passed.

Agenda Items

2.0 Chair and President’s report

The Chair noted that it had been a year of change and progress, with new leadership at the helm, including himself as Chair and Rod as CCA’s new President. One of the standout achievements had been the incredible growth of Gold Seal Certification and the expansion of CCA’s Gold Seal Employers. He then directed members’ attention to the video recap of the year.

The President thanks everyone for their support and trust as he led the CCA this past year. He was especially proud of the collective advocacy efforts, and the most successful Hill Day to date. He noted that approaching the federal election, efforts must continue as the industry’s influence has never been more critical. He also noted the partnerships with CCA’s partner associations and their respective COOs created a unified and more impactful voice, and he looked forward to strengthening the industry and providing value to members in the year ahead.

3.0 Finance & Audit committee’s report

The chair of the Finance and Audit committee 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, 2024, 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 committee chair noted the following key points:

- CCA ended the year with an operating surplus of \$364,187 and an overall surplus of \$524,994 after applying the paper gain on investments and the gain on foreign exchange.
- Although CCA instituted a 2% membership fee increase in 2024, compared to 2023, CCA ended 2024 with \$161,599 less revenue however, this was offset with \$618,260 less in operating expenses than 2023 – due in part to the all-inclusive resort in Punta Cana, lower CCDC meeting and travel expenses, and wind-down of talent fits here.
- General and administrative expenses increased due to the governance review and an IT audit, while Best Practices Services ran many more seminars in 2024 than in 2023.

3.2 2024 Audited Financial Statements

The committee chair referred members to the 2024 audited financial statements, noting that the net asset reserve at Dec 31, 2024 was \$5,543,969., 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 committee chair 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 2025."

Motion passed.

4.0 Governance and Nominating Committee's Report

The Governance and Nominating Committee chair thanked those who served on the committee, and noted that during their November meetings, a minor By-Law change was needed to respect the By-Laws' original intent and avoid future confusion regarding terms of office for Directors.

The committee chair noted that a memo with the change was circulated in advance of the meeting, and advised the members that the amended to Article 35 was as follows and was approved by the Board of Directors:

Term of Office of Directors. Except where an election is held to fill the unexpired portion of a term, ~~newly-elected~~ Directors shall be elected for **a one (1) year term or a two (2) year terms**. No Director may serve more than **6 consecutive years in** ~~three (3) consecutive two (2) year terms of office~~, unless such Director is currently serving as

the Chair or Vice-Chair in which case such Director will be permitted to serve additional terms as a Director until such time as they are no longer serving in one of those roles.

It was then MOVED and SECONDED:

THAT, "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 governance and 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. He then presented the slate of nominees.

It was then MOVED and SECONDED:

THAT, "the Members accept the slate of nominations to the 2025 – 2026 CCA Board of Directors as presented."

Motion passed.

It was then MOVED and SECONDED:

THAT, "the CCA 2025 – 2026 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 CCA Chair congratulated the newly elected individuals, and noted they joined the previously elected directors, and directed the members to the screen with the 2025/2026 Board of Directors members listed. He then acknowledged the outgoing members of the board, thanked everyone for their attendance and concluded the AGM.

5.0 Adjournment

The meeting was then adjourned.

Certified Correct by:

Francis Roy
CCA chair

Rod Gilbert
CCA president