

**2014 Annual General Meeting**  
11:30 a.m. – Monday, October 20, 2014  
Room: Le Palais, Hilton Québec  
Québec City, Québec



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**Minutes**

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1. **Call to Order** – Noting that there were sufficient members in the room for quorum, President, Kimberley Hamilton, called the meeting to order at 11:30am.
2. **Introduction – CACE Executive 2013-2014**

Ms. Hamilton thanked the corporate sponsors: Chabo Communications, Synrevoice Technologies, and TD Insurance Group Home and Auto.  
The 2013-2014 Executive were introduced as follows: Past President Doug Strachan; First Vice President Maxeen Jolin; Second Vice President Nancy Sharpe; Treasurer Catherine Shedden; Secretary Vanessa Burns; and Conference Chair Luisa Benvenuti.  
Ms. Hamilton thanked the Executive for their time and caring.
3. **Approval of Agenda**

**MOTION:** (Simon Vinet/Richard Landry)  
That the Canadian Association of Communicators in Education accept the 2014 agenda.  
Carried.
4. **Approval of the Minutes of October 7, 2013 – Whistler, BC, Canada**

**MOTION:** (Rachelle Bergeron/Marianne Denis)  
That the Canadian Association of Communicators in Education accept the October 7, 2013 minutes.  
Carried.
5. **President's Report** – Ms. Hamilton noted that her full report was made available to members on the CACE website prior to the meeting. This year, the Executive prioritized reviewing the strategic plan, updating language, and becoming more focused. She noted a special thanks to Ms. Jolin, Ms. Sharpe, and Mr. Strachan for their years of service, to Ms. Benvenuti for leading the conference, and to the Conference Committee for their hard work and co-operation. An ad hoc Regional Liaison Representative is being added to the Executive; Kerry Donnell, a senior Regional Liaison from Ontario, will be serving in this position this year.

**MOTION:** (Maggie McFadzen/Claire Francoeur)  
That the Canadian Association of Communicators in Education accept the President's report.  
Carried.
6. **Treasurer's Report** – Ms. Shedden reported on the following:
  - a. **Auditor's Report** – Ms. Shedden reported that the auditor rendered his opinion on the stub fiscal year-end dated June 30, 2013, and on the full fiscal year-end dated June 30, 2014 in two separate reports that were made available to CACE members on the CACE website prior to the meeting. He has stated that CACE's financials are clean and that there is nothing out of the ordinary. We are in a positive position. It is hard to compare the stub year to a full year, next year will be clearer. She also thanked the Business Manager.

**MOTION:** (Nicole Charette/Richard Landry)  
That the Canadian Association of Communicators in Education accept the Auditor's reports.  
Carried.

**MOTION:** (Steve Lapierre/Claire Francoeur)

That the Canadian Association of Communicators in Education approve the Audited Statements for 2013 and 2013/2014.

Carried.

- b. **Appointment of Auditor** – while the Executive have been satisfied with the work of the auditors selected last year, they are recommending to work with a company closer in proximity to the Business Manager this year.

**MOTION:** (Kerry Donnell/Bruce Buruma)

That BDO Canada LLP, Chartered Accountants, Licensed Public Accountants be appointed to audit the accounts and annual financial statements of CACE-ACACÉ for 2014/2015.

Carried with 1 against and 1 abstention.

- c. **Membership Report** – As of June 30, 2014, there were 95 full members, 7 associate members, and 15 lifetime members for a total of 117. At the time of the AGM, there were 118 full members, 10 associate members, and 15 life members for a total of 143.

**MOTION:** (Diane Hutchinson/Maggie McFadzen)

That the Canadian Association of Communicators in Education accept the Membership report.

Carried.

- d. **Special Resolution** – At the 2013 AGM, the CACE membership approved a motion to apply for transfer to the *Canada Not-for-profit Corporations Act*. The paperwork was submitted, and was accepted pending receipt of our updated by-laws within one calendar year. The Executive has undertaken a review of the current by-laws and used the by-law builder tool on the Industry Canada website to merge our existing by-laws with their standard template, bringing us in line with the new legislation, and ensuring compliance. The new by-laws and a special resolution accepting the amendments was made available to members prior to this meeting on the CACE website.

**MOTION:** (Carla Pereira/Nicole Charette)

Whereas it is considered to be in the best interests of the Canadian Association of Communicators in Education (CACE) that it be continued under the *Canada Not-for-profit Corporations Act (NFP Act)*; be it resolved as a special resolution that: The general operating by-law of CACE (as amended) is repealed effective on June 17<sup>th</sup>, 2014 (the date that the corporation continued under the NFP Act) and the new general operating by-law No. 1 which has been submitted to this meeting and is annexed to these minutes as Schedule B is approved and will be effective on the same date.

Carried.

7. **Conference 2013 Report** – Ms. Miles reported that the 2013 conference took place in Whistler, BC. They made a profit of \$15730 with 80 full registrations and 2 one-day registrations. She thanked attendees, speakers, sponsors, and committee. She noted that they learned so much working together, that she would encourage any member to join a conference committee in the future.

8. **Nominations Report** – Mr. Strachan noted that the slate of officers was emailed and posted online prior to the AGM. Simon Vinet, Dave Stephens, and Doug Strachan were on the committee. Nominations were submitted for the Executive as follows:

- *President* – Catherine Shedden will let her name stand. No new nominations. Acclaimed.
- *1<sup>st</sup> VP* – Bruce Buruma will let his name stand. No new nominations. Acclaimed.
- *2<sup>nd</sup> VP* – Claire Francoeur will let her name stand. No new nominations. Acclaimed. Ms. Francoeur will also take over the role of Francophone representative.
- *Secretary* – Victoria Miles will let her name stand. No new nominations. Acclaimed.
- *Treasurer* – Steve Lapierre will let his name stand. No new nominations. Acclaimed.

**9. Election of Officers – CACE Executive 2014-2015**

**MOTION:** (Doug Strachan/Kerry Donnell)

That the Canadian Association of Communicators in Education approve the election of the Executive by acclamation.

Carried.

**10. Election of Regional Liaisons** – Nancy Sharpe reported that she has had the pleasure of watching the Regional Liaisons help their provincial colleagues, become friends, and grow their networks. She noted that this role is one of the most important within CACE; they are the link between the members in each province. It is also a link to becoming a member of the Executive. Claire Francoeur, in the role of 2<sup>nd</sup> VP will be working with the liaisons moving forward, with the assistance of Kerry Donnell in her new role. The regional liaisons were nominated as follows:

- *BC & Yukon* – Cindy Anderson
- *Ontario* – Kerry Donnell & Jane Douglas
- *Alberta, NWT, & Nunavat* – Angela Baron
- *Saskatchewan & Manitoba* – CJ Harel
- *Quebec* – Andrea di Tomaso
- *Atlantic Canada* – Richard Landry

**11. Election of Nominations Committee** – Volunteers for the 2015 Nominations Committee are Kim Hamilton, Simon Vinet, and Maxeen Jolin. No other names were put forward.

**MOTION:** (Richard Landry/Steve Lapierre)

That the Canadian Association of Communicators in Education approve the election of the Nominations Committee as presented.

Carried.

**12. Appointment of Conference 2015 Chair** – A video for the 2015 conference was shown to attendees. Charlottetown will host the conference in October 2015. The conference will be chaired by Trish Smith. “Anne of Green Gables” invited all attendees to come to Charlottetown, PEI in 2015 for the *Sharing our Stories* conference.

**13. New Business** – Catherine Shedden, with the full support of the CACE Executive, nominated Nancy Sharpe for lifetime membership with CACE. Ms. Sharpe accepted the nomination and told attendees that she was humbled and honoured; with CACE she has made lifelong friends, travelled across the country, and learned so many things herself.

**14. Adjournment**

**MOTION:** (Simon Vinet/Claude-Jean Harel)

That the Canadian Association of Communicators in Education accept the proposal for adjournment of the 2014 Annual General Meeting at 12:00pm.

Carried.