

**CACE Annual General Meeting
on Sunday, September 30, 2012
Niagara Falls Hilton, Niagara Falls ON,
1:00pm**



1. **Call to order** : Doug Strachan, President, calls the meeting to order at 1:15 pm.
2. **Introduction of Executive**: President Doug Strachan introduces the other executive members: First Vice President, Maxeen Jolin; Second Vice President; Nancy Sharpe; Past President, Simon Vinet; Secretary and Francophone Representative, Richard Landry; Treasurer, Kim Hamilton, and Conference Co-Chairs, Claire Francoeur and Catherine Shedden.
3. **Approval of Agenda: Motion for approval of Agenda**
(Diane Hutchinson/Dave Stevens).
Carried.
4. **Approval of minutes** - Annual General Meeting of October 3, 2011 : There are no errors or omissions.
Minutes of the 2010 AGA minutes approved as presented.
Carried.
5. **President's Report** : President Doug Strachan presents his report as circulated to members on the Web site.
President's Report approved as presented.
6. **Treasurer's Report** : Kim Hamilton presents a word of thanks to Judy Hodgins for her many years of service as CACE office manager. Financial recap of 2011 fiscal year is as follows:

Income for the year 2011	\$ 30,196.00
Expenses for the year 2011	\$ 28,258.00
Conference income 2011	\$ 65,088.00
Conference expenses 2011	\$ 49,634.00

Excess of revenue over total expenses for the year 2011 **\$ 17,392.00**

Treasurer's Report approved as presented.
7. **Auditor's Report**: Kim Hamilton reports that the auditor rendered his opinion on the fiscal year-end dated December 31, 2011. He has stated that CACE's financials are in order and that there is nothing out of the ordinary.

8. Appointment of auditor: Kim reports the current Auditor is retiring as of December 31, 2012. CACE has secured the accounting firm of Fuller Landau based in Montreal to take over CACE's annual audit.

Motion for appointment of Accounting Firm : That the firm of Fuller Landau, CA, be appointed to audit the accounts and annual financial statements of CACE for 2012.

(Kim Hamilton/Jeanne Davis).

Carried

Kim Hamilton presented the official motion for the change of the fiscal year-end to be June 30 of any given year. The new fiscal year will be from July 1 – June 30. The Treasurer reported that the CACE will face one 6-month fiscal year in 2013 to adjust to the new schedule.

(Kim Hamilton/Terry Lazarou)

9. Membership Report : Kim Hamilton presents the Membership Report; the membership year runs from September 1st to August 31st, and the numbers as of December 31st, 2011 are as follows: 139 full memberships, 5 associate memberships, and 18 life members for a total of 162 members. There have been glitches in the online renewal process that are being corrected.

Membership Report is approved as presented.

10. Halifax Conference (2011) Report : Richard Landry reports that the Halifax 2011 CACE Conference was deemed a great success. The Conference generated a profit of \$15,454 for CACE. The Conference Committee was comprised of members from across Nova Scotia. Comments received on site were very positive. Everyone seemed to appreciate the keynote addresses, workshops and activities in general. The Committee thanks everyone for their participation in the Innovation Conference.

The 2011 Conference Report is approved as presented.

11. Nominations Report : Past President Simon Vinet presents the proposed slate of officers for 2011-2012 (other Nominations Committee members are Doug Hadley and Scott Scantlebury) : Kim Hamilton, president; Maxeen Jolin, Vice President Elect; Nancy Sharpe, Second Vice President; Catherine Shedden, Treasurer, and Richard Landry, Secretary and Francophone Representative.

12. Approval of the 2012-2013 CACE Executive : New executive elected by acclamation: Kim Hamilton, President; Maxeen Jolin, Vice-President elect; Nancy Sharpe, 2nd Vice-President; Richard Landry, Secretary and francophone representative; Catherine Shedden, Treasurer. Doug Strachan remains on the executive as past president and the 2013 Conference Committee Chair is included.

13. Approval of Regional Liaisons : Nancy Sharpe reports that the role of Liaisons is to provide a link to CACE members in a smaller localized geographical area. The following CACE members have agreed to serve as Regional Liaisons for 2012-2013: Steve LaPierre in Atlantic Canada, Terry Lazarou in Saskatchewan and Manitoba, Cory Anderson in British Columbia and Yukon, Sandy Bexon in Alberta, Nunavut and NWT, Catherine Shedden and Kerry Donnell in Ontario and Kim Hamilton and Maxeen Jolin in Québec.

Regional liaisons report approved as presented.

14. Election of Nominations Committee: Volunteers for the next Nomination Committee members with the past president : Dave Stephens and Sandy Weitlin. There are no other nominations.

15. Appointment of 2013 Conference Planning Committee Chair : Doug presents Victoria Miles who has offered to chair the 2013 CACE Conference in Whistler, BC. She presents the theme for the next conference: *A Fresh Edge / À la fine pointe*, to be held at the Hilton in Whistler, British Columbia.

16. New Business :

Kim Hamilton thanks Simon Vinet, past president, for his many years as Executive Member and for his continued support to CACE.

Motion of thanks to Simon Vinet for everything he has given to the Association.

(Claire Francoeur/Terry Simzer).

Carried

17. Adjournment : Adjournment is proposed (Richard Landry/Maxeen Jolin) at 1:40 pm.

Minutes prepared by Richard Landry

17 10 2012