

2015 Annual General Meeting
12:45 p.m. – Monday, October 19, 2015
Delta Prince Edward, Charlottetown, PEI



Minutes

1. **Call to order** – Noting that there were sufficient voting members in the room for quorum, Catherine Shedden called the meeting to order at 12:50pm.
2. **Introduction – CACE Executive 2014-2015**
Thank you to our corporate sponsors, Chabo, Synrevoice, Peachjar, and TD Insurance. The 2014-2015 Executive: Catherine Shedden, Bruce Buruma, Claire Francoeur, Steve Lapierre, Victoria Miles, Kimberley Hamilton (absent). Catherine thanked the Executive for their time and caring. Special thanks to Trish Smith for leading the conference, and to her committee.
3. **Approval of Agenda** with amendment to item 10 to read “appointment” rather than “election”
MOTION: (Vinet/Landry)
Carried.
4. Approval of the Minutes of October 20, 2014 – Quebec City, Canada
MOTION: (Strachan/Harel)
Carried.
5. **President’s Report** – full report is available online. Focused on sustainability of the organization this year, it was dull and laborious, but critical to CACE. Thank you again to our sponsors. Thank you to Trish Smith and her team for honouring the comments provided in the survey last year as they prepared for this year’s conference. Thank you to Victoria Miles for the overhaul of the conference chair’s manual. Ms. Shedden asked Claire Francoeur to give a brief overview of the changes made to the BRAVO program this year; the “big reveal” of the final changes will take place at the gala event. Bruce Buruma presented an overview of the new CACE website that will be ready for launch on October 30th, 2015. Kerry Donnell served as a non-voting Regional Liaison representative this year, and this was such a successful venture, that the Executive is proposing the addition of a Director at Large to continue the work that Kerry started.
MOTION: (Vinet/Charette)
Carried.
6. **Treasurer’s Report**
 - a. **Auditor’s Report** – the auditor gave CACE a clean report. The deficiency seen this year is explained by the conference loss and the fees associated with preparing a voluntary disclosure proposal (VDP) to Revenue Canada

(CRA) for HST submission and input tax credit claims for the past 10 years. The VDP has been submitted to CRA, and a response has not yet been received. The conference loss was largely due to lower attendance and lower sponsorships than anticipated; the Executive has taken steps to ensure that budgets are tightened moving forward. In response to a question from the membership, the Executive has put together a working budget for the year that will ensure that the organization does not see a deficit again this year. When Catherine Shedden was the Treasurer, she had questioned the need to collect the HST, and the ongoing research took over a year to reach the conclusion to submit.

Membership Report – 132 full, 9 associate, 14 life, 4 honorary, 3 sponsors = 162 total.

MOTION: (Strachan/Landry)

Carried

- b. **Appointment of Auditor** – have been satisfied with the thoroughness and efficiency of auditors selected last year, recommending to keep them again this year.

MOTION: (Stephen/Baranec)

Carried

- c. **Membership Report** – Victoria Miles reported that current memberships are at 126 full, 5 associate, 14 life, 4 honorary, 2 sponsors = 151 total. Earlier this year, the Executive reached out to the lifetime and honorary members to ensure that they stayed connected. Many responded, and a letter was received from Harvey Currell; Shawn McKillop was invited to share his story of meeting Mr. Currell.

7. **Conference 2014 Report** – Luisa Benvenuti presented the 2014 conference report, “A la carte”. The conference involved 4 keynotes and many CACE member workshops. The Bravo! gala event was a celebration of 30 years of CACE. Many thanks to them for their work last year. There were 77 people in attendance; the goal was to break even, but unfortunately the conference suffered a loss; they have learned some lessons, and will move forward.

8. **Nominations Report** –

- a. Special Resolution – addition of a Director At Large

MOTION: (Buott-Matheson/Wormald)

Carried

In the absence of the immediate Past President, Nominations Committee member, Simon Vinet, presented the nominations report. He noted that the slate of officers was emailed and posted online. Kim Hamilton, Maxeen Jolin, and Simon Vinet were on the committee.

- *President* – Catherine Shedden will let her name stand. No new nominations. Acclaimed.
- *1st VP* – Bruce Buruma will let his name stand. No new nominations. Acclaimed.

- *2nd VP* – Claire Francoeur will let her name stand. No new nominations. Acclaimed. She will also continue the role of Francophone rep.
- *Treasurer* – Steve Lapierre will let his name stand. No new nominations. Acclaimed.
- *Secretary* – Trish Smith will let her name stand. No new nominations. Acclaimed.
- *Director at Large* – Allison Grange will let her name stand. No new nominations. Acclaimed.

9. Election of Officers – CACE Executive 2015-2016

MOTION: (de la Riva/Burns)

Carried

10. Appointment of Regional Liaisons – Kerry Donnell noted that this role is one of the most important within CACE; they are the link between the members in each province. She thanked the 2014-2015 liaisons for taking on the leadership role.

- *BC & Yukon* – Deneka Michaud
- *ON* – Shawn McKillop
- *Alberta, NWT, & Nunavut* – Angela Baron
- *Saskatchewan & MB* – CJ Harel
- *QC* – Luisa Benvenuti
- *Atlantic* – Debbie Buott-Matheson

MOTION: (Slade-Morrison/Bona)

Carried

11. Election of Nominations Committee – Kim Hamilton, Simon Vinet, and Doug Strachan. No other names put forward.

MOTION: (Stevenson/Charette)

Carried

12. Appointment of Conference 2016 Chair – a video for next year's conference was shown to attendees. Ottawa will host the conference from October 23rd to 25th, 2016. The conference will be chaired by Marie-France Gaumont.

13. New Business – Catherine Shedden thanked Victoria Miles and Kerry Donnell for their service this year.

14. Adjournment – TIME: 1:40pm

MOTION: (Bouregghda/McKillop)

Carried