



2017 Annual General Meeting
Monday, October 2, 2017
Sutton Place Hotel, Edmonton, Alberta

MINUTES

1. Call to Order

Noting that there were sufficient voting members in the room for a quorum, Catherine Shedden called the meeting to order at 12:40 pm

2. Introduction – CACE Executive 2016-2017

The 2016-2017 Executive was introduced: Catherine Shedden (President), Bruce Buruma (1st Vice-President), Maxeen Jolin (2nd Vice-President), Trish Smith (Secretary), Kimberley Hamilton (Past-President), Kyle Nichols (2017 Conference Chair), Allison Grange (Director at Large) – unable to attend the conference. The Treasurer's position was vacant.

3. Approval of Agenda

MOTION to approve the agenda for the 2017 AGM:

Simon Vinet (CSDCEO) / Shawn McKillop (Grand Erie District School Board)

Motion Carried

4. Approval of Minutes of AGM - October 28, 2016 – Ottawa, ON

MOTION to approve the Minutes of the 2016 AGM:

Jane Douglas (Limestone School Board)/ Victoria Miles (Capilano University)

Motion Carried

5. President's Report (Catherine Shedden)

The President's Report is posted on the CACE website.

The Canadian Association of Communicators in Education has been operating for 32 years. Over these years the organization has evolved to meet the needs of members and to balance multiple demands with a limited budget.

We are pleased that our membership has increased over the past year from 130 full members at the end of the 2015-2016 year to 150 full members at the end of 2016-2017.

Over the past year, the CACE executive has focussed attention on the continued development of conference standards.

Regional liaisons across the country hosted very successful events including gatherings. These regional events have been successful in attracting new members.

Beginning in March 2016, CACE moved from having a part time staff member to an association management firm to look after accounting services as well as the day-to-day administrative duties of the organization. It must be said that our association management firm, Golden Planners Inc., have been extremely efficient and supportive to CACE in particular in the careful review of hotel contracts for our conferences.

The CACE BRAVO! Awards continue to grow. We have developed a good transparent process where only one member of the executive has access to any of the applications. Judges this year were chosen strategically from across the country and the entire process was able to be completed online.

We are looking forward to seeing you all in Edmonton.

Motion to accept the President's Report:

Jonathan Laderoute (Renfrew County District School Board) / Doug Strachan (Surrey School District)

Motion carried

6. Treasurer's Report (Bruce Buruma)

BDO Canada LLP - Chartered Accountants and Advisors, has prepared the Audited Financial Statements for the year ended June 30, 2017. The auditors have provided an unqualified report and are of the opinion that the financial statements fairly represent the financial position of the association. Key results from the financial statements of note:

- An operating deficit of \$18,469
- A reduction in net assets for the organization from \$60,348 to \$41,879

In addition to the Financial Statements an Operating Budget for the 2017/18 year was provided for consideration and acceptance of the membership. Key features of the budget include:

- Projected Revenue of \$109,297 with anticipated expenses of \$109,630 for a net deficit of \$333 compared to budgeted deficit of \$15,370 to the year before

Analysis:

CACE continued to provide valued and important services to support the growth and development of education communications professionals.

An outstanding conference in Ottawa, networking opportunities and regional workshops support our members in developing their skills and building a sense of community.

The Executive continued to further develop our organization by focusing on operations and services and has had discussions on future strategic directions to best meet the needs of our membership.

The Executive has been challenged to ensure the ongoing sustainability of CACE. Our operating deficit of \$18,469 is a significant issue that needs to be addressed by increasing revenues and/or reducing expenses.

The budget for the current year notes a deficit of \$333 through a combination of increased revenue in specific areas as well as significant cost cutting. Ultimately, CACE needs to generate net income to ensure a sustainable organization.

Motion to accept the Treasurer's Report and Auditors' Report:

Michele Routier (District scolaire francophone Sud)/ Simon Vinet (CSDCEO)

Motion carried

Appointment of Auditor

Motion to appoint BDO Canada LLP to audit the accounts and financial statements of CACE for 2017-2018:

Kerry Donnell (Hastings and Prince Edward District School Board) / Sharon Priest (Eastern Townships School Board)

Motion carried

Approval of Budget

Motion to approve the 2017-18 budget as presented.

Kerry Donnell (Hastings and Prince Edward District School Board) / Sharon Priest (Eastern Townships School Board)

Motion carried

7. Conference 2016 Report (Catherine Shedden)

The 2016 annual conference, Capital Connections, in Ottawa was a very successful with 115 delegates in attendance. Keynote and break out session provided diverse professional growth opportunities for members. Gathering in the nation's capital and all the features of Ottawa was also fitting for our truly national organization. Special thanks were extended to our colleagues in Ottawa and area for organizing an outstanding event.

8. Nominations Report (Kim Hamilton)

Kim Hamilton along with Past Presidents Doug Strachan and Simon Vinet sit on the Nominations Committee and presented their nomination report.

Call for nominations went out in the Spring. The proposed slate for the 2017-2018 CACE executive is as follows: :

Election of Officers – CACE Executive 2017-2018

President: Bruce Buruma = acclaimed

1st Vice-President (and Conference Chair): Shawn McKillop = acclaimed

2nd Vice-President: Trish Smith = acclaimed

Secretary: Megan Alton = acclaimed

Treasurer (and Francophone Rep): CJ Harel = acclaimed

Director at Large: Deneka Michaud = acclaimed.

Catherine Shedden will assume the role of Past-President.

Appointment of Regional Liaisons

As part of CACE's succession plan to maintain viability and stability of CACE management, we have new members joining as Regional Liaisons:

British Columbia: Dale Burgos

Alberta: Haleigh Packer

Saskatchewan: Claude-Jean (CJ) Harel

Ontario: Galen Eagle and Jonathan Laderoute

Quebec: Kim Hamilton

Atlantic Canada: Doug Hadley

Motion to accept the Nominations Committee Report:

Jonathan Laderoute (Renfrew County District School Board) / Kyle Nichols (High Prairie School Division #48)

Motion carried

9. 2017-2018 Nomination Committee (Catherine Shedden)

Catherine Shedden, Kim Hamilton, and Doug Strachan. No other names put forward.

10. Appointment of Conference 2018 Chair

Shawn McKillop and the 2018 Conference Team announced the 2018 annual conference will take place in Toronto with a focus on wellbeing, equity and student success. The conference will take full advantage of all that Toronto has to offer!

11. New Business = no new business presented

12. Adjournment

Motion to adjourn the 2017 AGM:

Stephanie Comeau (Conseil scolaire acadien provincial) / Diane Hutchinson (Battle River School Division)

Adjourned at 1:30 pm