

21st Annual General Meeting 2017

Thursday, June 22, 2017 | Ryerson University, Oakham House, Toronto

Meeting Minutes

1. WELCOME

2. CALL TO ORDER, QUORUM & APOLOGIES

Ms. Rasheed (President) called the Annual General Meeting to order at 9:00 am. Quorum was present with 24 Chapter members present.

Ms. Rasheed read out the names of board members who had served during the 2016-17 year. All board members except Ms. Natalie Ceccato, Mr. Ashrasful Hasan, Ms. Amanda Mongeon and Ms. Roxana Vernescu were present.

3. ACCEPTANCE OF PROXIES BY SECRETARY

No proxies received.

4. REVIEW AND ADOPTION OF AGM 2017 AGENDA

Motion to approve the agenda made by Ms. Patricia King and seconded by Nick Petten. No discussion. Motion passed by unanimous consent.

5. REVIEW AND ADOPTION OF 2016 AGM MINUTES

Motion to approve the minutes of June 22, 2016 made by Mr. Arnold Love and seconded by Ms. Sue Talusan. No discussion. Motion passed by unanimous consent.

6. PRESENTATION OF THE ANNUAL REPORT

6A. PRESIDENT'S REPORT

Ms. Rasheed outlined the three key activities and accomplishments of the Chapter for 2016-2017: engaging, growing, and diversifying membership; providing greater value

and learning opportunities; and strengthening internal controls (policies) and processes. These pillars support the National Strategic Plan. Retained 385+ members in the past year. The Ontario chapter launched the New Practitioner Pilot, which provides a new membership category in Ontario; delivered two new intermediate/advanced PD workshops; and delivered a membership survey with a 30% response rate. These and other chapter activities are referred to in more detail in the Annual Report for 2016-2017. Ms. Rasheed acknowledges the thousands of hours of volunteer commitment from the directors and committee volunteers that are fundamental to the chapter's health.

6B. TREASURER'S REPORT & AUDITED FINANCIALS FOR YEAR ENDING IN DECEMBER 31, 2016

Mr. Tin Vo (Treasurer) presented the 2016 Audited Financial Statements. CES Ontario underwent an audit process in the spring and came out with an unqualified statement from the auditors. The chapter losses from the 2013 National Conference has now been 90% recovered. Professional fees have gone up in correspondence with increased chapter activity, and membership fees have lowered slightly due to a renegotiated membership fee agreement with CES National. Revenue has increased 38%, while expensed have increased by 33%. The chapter's financial controls (policies) have been tightened and will help the chapter move forward.

The chapter ended 2016 with an accumulated surplus of roughly \$32,000. More details can be found in the Annual Report for 2016-2017.

Mr. Vo also reviewed the Audited Financial Statements for year ending in December 31, 2016.

Motion to approve the Audited Financial Statements 2016 moved by Mr. Tin Vo, and seconded by Mr. Sid Ali. No discussion. Motion passed by unanimous consent.

Mr. Vo recommended the appointment of Hogg, Shain & Scheck as the Independent Auditors for the fiscal year 2016.

Motion to appoint Hogg, Shain & Scheck as the Independent Auditor moved by Mr. Tin Vo and seconded by Ms. Natalie Sibille. No discussion. Motion passed by unanimous consent.

6C. COMMITTEE REPORTS

Professional Development Committee: Ms. Natalie Sibille (Co-Chair, PD Committee) presented the Professional Development Committee report for 2016, highlighting the specific activities conducted by this committee, including: the expanded PD offerings to CES members and to New Practitioner members; the delivery of intermediate/advanced workshops (especially in support of CE designations), in November 2016 and spring 2017; and the delivery of both public and on-site ESS workshops. Please refer to the 2016-2017 Annual Report for more details.

Membership Committee: Mr. Terry Spencer (Past President) presented the Membership Committee report for 2016, highlighting the specific activities conducted by this committee, including: membership events; membership survey at the provincial and National level, which informed which topics members are interested in learning about; the implementation of the 2017-18 workplan; and supporting external events such as the Toronto Evaluation Café. Please refer to the 2016-2017 Annual Report for more details.

National Board Representative: Mr. Sid Ali (National Board Representative) presented the National Board report for 2016-17, highlighting the specific activities conducted by this Board, including the National Board meeting and workshops held in Toronto fall 2016; the change in membership category to including Non-Profits and the Ontario New Practitioner pilot program; the monthly National webinars available free to members, and the partnership between the Alberta and NWT chapters for the 2018 CES National conference. Please refer to the 2016-2017 Annual Report for more details.

Nominations Committee: Mr. Terry Spencer (Past President) presented the Nominations Committee report for 2016, highlighting the specific activities conducted by this committee, including the call for nominations to fill five (5) vacancies on the 2017-2018 Board of Directors; the identification of key skills for incoming directors; and the potential to amend Article 7 in the By-Laws to reflect current Nominations and Elections processes. Mr. Spencer also outlines the nomination process for the committee. Please refer to the 2016-2017 Annual Report for more details.

Linda Robson comments that the Board has done a very good job and she is very impressed by the work of the directors and committees.

Motion to accept the 2016-2017 Annual Report, moved by Ms. Nikhat Rasheed, and seconded by Mr. Arnold Love. No discussion. Motion passed by unanimous consent.

7. ELECTION OF BOARD OF DIRECTORS

Motion to elect the 2017 Slate of Nominees as presented by the Board, moved by Mr. Terry Spencer and seconded by Mr. Sid Ali. Motion passed by unanimous consent.

8. NEW BUSINESS—MEMBERSHIP SURVEY RESULTS

Mr. Sid Ali (National Council Representative) presents the results of the 2016 Ontario Membership Survey, including geography, experience (including New Practitioner representation), professional roles, and other data points. Members were also surveyed on PD needs and membership benefits. Full results of the 2016 Ontario Membership Survey will be distributed to members and made available on the website in the future.

9. OLD BUSINESS—ONTARIO CHAPTER NEW PRACTITIONER PILOT

Mr. Sid Ali (National Council Representative) presents on the ongoing New Practitioner Pilot. It was officially launched last summer, but integration problems with the online National registration were slow to be solved but are now resolved. Mr. Ali recommends the program to recent graduates.

10. OTHER BUSINESS (IF ADDED AT MEETING COMMENCEMENT)

None.

11. ADJOURNMENT

Motion to adjourn the meeting at 10:23 am by Ms. Patricia King and seconded by Mr. David Oldenburger. No discussion. Motion passed by unanimous consent.

Approved by:

Date: *June 22, 2017*

Attested to by:

Date: *June 22, 2017*