



Annual General Meeting
DRAFT Minutes

Wednesday, September 28th, 2022, 7:00 pm AT
ZOOM video teleconferencing

- I. Call to Order/Confirmation of Quorum: (President/Secretary)
 - a. The President called the meeting to order at 7:05 pm and confirmed quorum

- II. Approval of Agenda: (President)
 - **Motion to approve the agenda**
 - Moved by: T Wright, LCCM
 - Seconded by: R Mabe, CWMaxim
 - **Passed:** nem.con

- III. Minutes of the previous meeting: (Secretary)
 - a. 2021 09 29 DRAFT AGM minutes (attached)
 - **Motion to approve the Minutes from 29 Sep 21 as presented**
 - Moved by: T Birchall, HCCC #289
 - Seconded by: T Wright, LCCM
 - **Passed:** nem.con

- IV. Business Arising from the Minutes: (President)
 - a. Nil

- V. Old Business: (President)
 - a. Nil

- VI. Correspondence: (Secretary)
 - a. Nil

- VII. Financial Stewardship: (Treasurer)
 - a. 30 Jun 22 Financial Statements
The fiscal year under review was a successful one from a financial perspective.

Revenue showed a small increase due to memberships. Expenses showed an increase primarily due to the hiring of administrative assistance. The chapter had a small net loss which was funded from the surplus funds on deposit.

There were no questions from the members.

- **Motion to approve the 30 Jun 22 Draft Financial Statements and the Finalized 30 Jun 22 Review Engagement Financial Statements on the basis they show no material change from the draft statements presented.**
- Moved by: D Campbell, HCCC #130
- Seconded by: T Wright, LCCM
- **Passed:** nem.con

b. 2021-2022 Budget (attached)

The Treasurer reminded the membership that we had considerable funds on deposit and we were therefore comfortable projecting the small loss (\$4k) due primarily to increased administrative costs. Revenue was expected to remain consistent with no planned increase in fees.

There were no questions or concerns raised from the members.

The President reminded the members that the budget was approved by the Board and presented for information purposes only.

c. Appointment of Auditor

- **Motion to appoint Janet L Cheverie CPA Inc as our auditor of record.**
- Moved by: T Wright, LCCM
- Seconded by: D Campbell, HCCC #130
- **Passed:** nem.con

d. Appointment of Bank

During the course of the year the Chapter moved its banking arrangements from the TD Canada Trust to the East Coast Credit Union to take advantage of its electronic payment process and the ability to accept electronic transfers from stripe/credit card revenue

- **Motion to approve East Coast Credit Union as our NEW Bank of Record**
- Moved by: T Birchall, HCCC #289
- Seconded by: T Wright, LCCM
- **Passed:** nem.con

VIII. Committee Reports: (verbal updates)

Prior to calling for the Committee reports, the president introduced the current Board members in attendance.

a. Education Committee (E Nix)

We had another very successful year with our zoom seminars.

One of our lessons learned was to reduce the seminars from 2 hours to one and half. We also introduced a nominal (\$15) fee for non-members to participate in the seminars.

A similar programme of relevant seminars is being planned for the winter-spring of 2022-2023.

b. Membership Committee (T Birchall)

While we experienced a small reduction in membership for the 2022-2023 membership year thus far, we are still expecting to see additional renewal memberships to mirror our 2021-2022 memberships

The members were reminded that membership fees could now be paid on-line and either via electronic transfers or with any major credit card.

c. Communications/IT Committee (R Smith)

The newsletter has been changed from a newsletter to a magazine format. Each of the articles are now posted on the web-site as well as the newsletters.

The newsletter/magazine is now being published semi-annually instead of quarterly.

The Chapter web-site is now fully linked to the CCI National and our web-site has been redesigned to mirror the design of the national web-site.

d. National Liaison (D Cassidy)

Brought our attention the number of services available to our members and specifically the use of the national web-site.

e. President's Report (D Cassidy)

In light the wide geographical location of our members both in Nova Scotia and Prince Edward Island we have moved more of our services on-line be they the administration (i.e. membership renewals and fee payments) to our education (seminars and on-line ocurses)

Board meetings are now conducted exclusively via teleconferencing as is our Annual General Meeting.

From a revenue perspective we are starting t move away from advertisement in our newsletters to sponsorship of our seminars. We see this as a key area of growth area.

Some of the members offered their support to the Chapter's efforts in converting to an on-line platform.

IX. Nominations Committee Report & Election: (T Birchall)

We currently have 10 of our 11 Directorships filled. Directors are elected/appointed for three year terms.

R Mabe & T Wright are completing the second of a three year term to expire in 2023

T Birchall, D Campbell & M Kennedy are completing the first of a three year term expiring in 2024

D Cassidy, L MacDonald & E Nix are completing their three year term and have agreed to let their name stand for re-election

B Dinsmore has offered to stand for election to the Board for the first time

B Dort & R Smith have completed their terms and will not be seeking re-election at this time.

There were no additional volunteers coming forward for the attendees at the AGM.

- **Motion to accept the Nominating Committee Report and to re-elect Devon Cassidy, Lorena MacDonald, and Ed Nix to the Board for a further three year term as well as Brent Dinsmore, WSP Canada Inc, as a new Director for a three-year term**
- Moved by: T Birchall, HCCC289
- Seconded by: T Wright, LCCM
- **Passed:** D Cassidy, B Dinsmore & E Nix abstained

- X. New Business: (D Cassidy)
- XI. Next Meeting:
 - a. AGM: Wednesday, September 27th, 2023, likely via zoom (Note: this date could change 1 week either way due to scheduling conflicts)
- XII. Adjournment:
 - **Motion to Adjourn**
 - Moved by: B Hart
 - **The President declared the meeting adjourned**

The meeting was adjourned at 7:56 pm

X

TR Birchall
Secretary

X

D Cassidy
President

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