

Draft Minutes
CCAIE Annual General Meeting
Carson Hall, Victoria Conference Center, Victoria, BC
Monday, June 7, 2010, 8:00 – 8:30 am

1. Call to order and Adoption of Agenda

CCAIE President Frank Lockington reported that quorum had been reached and called the meeting to order at 8:00 a.m.

Motion to adopt the Agenda as presented.
Moved: Mary Williams, Seconded: Alison Holt
Carried

2. Adoption of Minutes of June 9, 2009 Annual General Meeting

Motion to approve the minutes of June 9, 2009 Annual General Meeting as presented.
Moved: Natalie Cook-Zywicki, Seconded: Janis Horne
Carried.

The Board of Directors for 2009-2010 were acknowledged and thanked.

3. CCAIE Annual Report

Professional Development

A number of successful professional development activities were undertaken during the past year, including:

- Annual conference held in Hamilton, Ontario in June 2009
- Summer Institute for New Professionals held in London, Ontario in August 2009
- ProFusion Workshop held in Vancouver, BC in November 2009
- Fall Workshop held in Toronto, Ontario in November 2009
- Atlantic Workshop held in Halifax, Nova Scotia in January 2010
- Webinar for Independent Schools held in January 2010
- Workshop for Senior Leaders in Advancement held in Toronto, Ontario in April 2010

Advancing CCAIE

Janet Sillian, a communications consultant who has been involved with CCAIE for a number of years has been working on developing the website and other communications materials such as the electronic newsletter. Janet has been dialoguing with members throughout the year about what types of communications the members would like to receive.

3a) Strategic Planning

The Board has been working with facilitator to help identify priorities for CCAE, and a Strategic Plan was developed and adopted by the Board during the past year.

Alison Holt presented the 2010-2013 CCAE Strategic Plan. The Plan is available to members on the website.

Four main strategic priorities identified by the CCAE Board for the coming three years are:

1. Make exemplary professional development opportunities CCAE's top priority.
2. Assess the need for member services beyond PD, and initiate or enhance these services.
3. Complete the transition to CCAE's new governance and operational structure to fulfill its mission and vision.
4. Develop and implement strategies to ensure CCAE's financial sustainability.

4. Financial Report

Mark Hazlett, CCAE Executive Director, provided the financial report. CCAE remains a financially healthy organization.

The four main sources of revenue are:

- membership dues
- professional development activities including the annual conference
- partnerships, (a special thank you was extended to the 2 national partners for their generous contributions, TD Insurance Meloche Monnex and MBNA)
- other programs, for example the Prix D'Excellence

The 2008/09 financials were posted on the website and have been reviewed by the auditor. Mark presented the highlights of the financial statements.

Motion to approve the financial statements for 2008/09.

Moved: Louis St-Cyr, Seconded: Melana Soroka,
Carried

2009/10 Financial Statements

This year has just ended and the financial statements are still in draft form and are being reviewed by the Board. The statements will be sent to the auditors shortly. Revenues are on budget. Expenses are higher than what was budgeted due to the costs involved with the transition to a governance structure. The expected deficit for 2009/10 is \$78,000. There is a model in place to recover this deficit and have a surplus financial result within a few years.

4a) Appointment of Auditors

Motion to appoint Nephin & Winter Chartered Accountants as auditors for the 2009-2010 year.

Moved: Julia Knapp, Seconded: Natalie Cook-Zywicki
Carried.

5. By-Law Amendments

Melana Soroka presented the proposed changes to the bylaws. **The** proposed changes are to reflect the new board governance model, new operating procedures and professionalization of staffing model, and represent some of the best practices in board governance. The revised bylaws are modeled as recommended by Institute for Governance.

Some general housekeeping changes were made to the format to make them easier to navigate, including better headings and a table of contents.

A substantial change was made in the Board and Committee structure. Regional Directors will no longer be positions on the Board and are replaced by Directors-at-Large. However, there will still be regional representation on the Board.

Motion to adopt the proposed bylaw changes as presented.
Moved: Melana Soroka, Seconded: Janice Horne
Carried.

6. Nominating Sub-Committee Report and Election of Officers

The Nominations Slate for the 2010/11 year was presented as follows:

Continuing Term

Executive Committee – 2-year term ending June 2011

Vice-President Alison Holt, Vice-Principal External Relations, Greenwood College School (ON)
Vice President Louis St Cyr, Directeur Bureau de développement, Collège universitaire de Saint-Boniface (MB)

Directors – 2-year term ending June 2011

Marcel Dupuis, Executive Director of Development, Université de Montréal (QC)
Macarena Sierra, Senior Development Officer, Office of Advancement, University of Toronto Mississauga (ON)
Susan Rankin, Director of Stewardship & Donor Relations, McMaster University (ON)
Brigitte Desjardins, Directrice des communications et des affaires corporatives, Collège de Maisonneuve (QC)
Julia Knapp, Director of Advancement, St. Clement's School (ON)

For Election

Executive Committee - 1-year term ending June 2011

President Mary Williams, Associate Vice-President Advancement, McMaster University (ON)

Executive Committee - 2-year term ending June 2012

Vice President Ivan Muzychka, Associate Director Communications, Memorial University (NF)
Past President Frank Lockington, Director of Alumni & Development, St Lawrence College (ON)

Directors – 1-year term ending June 2011

Scott Duguay, Special Assistant to the VP Fredericton (Academic) Student Experience, University of New Brunswick (NB)

Directors – 2-year term ending June 2012

Kathy Arney, Director of Faculty Development & Major Gifts, Carleton University (ON)

Kathy Butler, Director of Advancement and Alumni Relations, Okanagan College and Executive Director, Okanagan College Foundation (BC)

Natalie Cook Zywicki, Director of University Partnerships, University of British Columbia (BC)

Melana Soroka, Director Alumni Relations, University of Saskatchewan (SK)

Motion to adopt the Slate of Nominations for 2010/11 year.

Moved: Natalie Cook-Zywicki, Seconded: Susan Rankin

Carried.

7. Other Business

People who have volunteered for CAAE over the past year were acknowledged and thanked for their contributions to CCAE.

Mark Hazlett and the team from the National Office were acknowledged and thanked.

There was no other business.

8. Adjournment

Motion to adjourn

Moved: Louis St-Cyr; Seconded: Alison Holt

Carried.

The 2010 Annual General Meeting was adjourned at 8:30 a.m.