



**Minutes of the
2023 Annual General Meeting
Monday, May 8, 2023
Bonaventure Hotel, Montreal QC
Start time: 7:45am EST / 4:45am PST
End time: 8:30am EST / 5:30am PST
Chairs: Christina Barnes & Gayle Paquette
Treasurer: Megan Fuller**

1. REPORT FROM THE PRESIDENT

Welcome and thank everyone present for coming to our 2023 AGM. For those that don't know me I'm Christina Barnes, current President of the Association. I am grateful and honored to be with you today.

For those who look forward to the anthem and land acknowledgement I wanted to let you know that has been moved to the opening this year to reach a greater audience.

I would like to introduce and thank my fellow Board of Directors for their thoughtful discussions and actions on behalf of the membership. If you could please stand when I call your name

- ◆ Gayle Paquette, Vice-President, Secretary of the Corporation
- ◆ Jason Allen – Immediate Past President, Nominations Committee Chair
- ◆ Megan Fuller, Treasurer
- ◆ Tracy McCook, Symposium Chair
- ◆ Candace Keller, Regional Chapter Committee Chair
- ◆ Martha Manning, Awards Chair
- ◆ Stephane Matte, Membership Committee Chair
- ◆ Jenn McDonald, Certifications Committee Chair
- ◆ Kelley Putzu, Marketing & Promotion Chair
- ◆ Alison Weller, Magazine Co-editor
- ◆ Dr. Nanka G. Dimitrova, Webinars Committee Chair
- ◆ Our Directors at Large: Michael Brunt, Betty-Jo Edgell, and Dr. Jennifer Keyte

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Thank you also to Michael Brunt our CALAS representative to the CCAC and CALAS representative to ICLAS. In addition, I'd like to thank our liaisons that support the board: Karen Parisien, our National Office Liaison, Claire Smits and Karen Gourlay our Financial Liaisons.

The last 12 months have been a stable year for the association as we return to many in person events such as the board retreat in January, Regional Chapter Chair events such as tech week and holiday parties and our first in person only Symposium since the Pandemic began. Some initiatives that were implemented during the pandemic the association has continued such as webinars, roundtables, tech talks, holiday card exchange and the digital editions of the member magazine. Thank you to the board of directors, their committees and the countless volunteers who have carried out these many initiatives in service of the membership. Thank you also to the many speakers, organizers and writers, and editors who volunteered their time and expertise. The actions of the association could not be completed without the participation and passion of our dedicated team of volunteers.

CALAS has continued sponsorship of the ICLAS Veterinary Scholarship Program and continues outreach with veterinary technology schools to encourage the laboratory animal professionals of tomorrow. This year we also sponsored Ontario Biology Days as many of our laboratory animal professionals, such as myself came out of biology programs.

Jenn MacDonald and the certifications committee have had another busy year refining the certifications program including translation of study slides and other resources. Kahoot! Trivia and the RLAT study sessions remain as support to those taking their exams. The committee will be looking at ways to provide more support to those taking their written exams. This year ice storms attacked examinees in Quebec cutting power in the middle of their exams. A huge thank you to those examiners, proctors and certification committee members who have volunteered their time to ensure the quality of our certifications program and support examinees through their program.

CALAS is still committed to openness and transparency about animal research in Canada. CALAS renewed its membership with the European Animal Research Association (EARA) so that CALAS members have the resources to assist them in transparency and openness in their own facilities. CALAS has also continued a partnership with Biomedical Research Awareness Day and hope many of you benefited from the free shipping of the swag boxes that is offered to the first 15 CALAS institutions and businesses to register.

Thanks to the time and efforts of our Marketing and Promotions Committee Chair, Kelley Putzu, the association has also formed a partnership with The Personal, an insurance company that provides preferred rates and advantages to CALAS members. The board also approved to join Perkopolis which provides retail, shopping, travel, attraction, and ticket perks to CALAS members at no cost to the membership. More information to come soon.

The Board of Directors implemented many documents and policies to ensure processes are transparent and consistent. Most notably this year was the implementation of the Member's Code of Conduct.

Our National Office, Absolute Conferences and Events have again done an amazing job, supporting the members and the board in all that they do. Thank you! I will miss working as closely as I have with the National Office as I complete my President's term.

CALL TO ORDER

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Chris: And now it is time for the formal part of our AGM.

I now call upon the Secretary of the Corporation, Gayle Paquette, to give evidence that proper notice was given to call this meeting.

Gayle: Thank you, Chris. Notice of this AGM was sent to all voting members in accordance with our bylaws. I can confirm that there are enough voting members present to constitute a quorum.

Chris: Thank you, Gayle.

I have been advised that 76 proxies were received, authorizing the Corporate Secretary or others to vote on behalf of those members who are not able to attend

1. ADOPTION OF MINUTES OF 2022 AGM

Chris: The next item on the agenda is the minutes of the 2022 Annual General Meeting held in Toronto on June 27, 2022. These minutes are available in the member's area of the web site and were also sent in advance of the meeting for review. I will dispense with a formal reading of them at this time. Does anyone have any amendments? Since there are no amendments, would someone please move their adoption?

**The Motion is moved by Jason Allen
And seconded by Claire Smits**

Is there any discussion? No discussion

All in favour that the minutes of the 2022 Annual General Meeting be adopted as presented.
Carried.

2. PRESENTATION OF FINANCIAL STATEMENTS & READING OF THE AUDITOR'S REPORT

Chris: I will now call upon our treasurer Megan Fuller for the presentation of the financial statements and auditor's report.

Megan Fuller: Thank you, Chris. The financial statements are available in the member's only section of the website. The auditors are KPMG Enterprise.

The COVID-19 Pandemic had a financial impact on our organization due to loss of our Symposium revenue stream in 2020 and 2021, however, remained strong after holding a fully hybrid symposium last year. The Finance committee, Board and National Office have continued to make every effort to reduce expenses and look at ways to generate alternate revenue streams. For many years we have been working towards reserving two years of operations funds to draw on in the event of an emergency exactly like this. We have pivoted to continue to provide services to our members during these trying times. As we hopefully near the end of the pandemic we are optimistic that we have been successful with our efforts and can now look towards reinvesting some of the funds.

The auditor presented their report to the finance committee on April 30, 2023, with respect to the financial statements of the Association for the 2022 fiscal year.

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Unless any member wishes otherwise, I suggest we take the auditor's report as read.

The finance committee is satisfied that the financial statements are accurate and that proper financial controls are in place.

I will now ask for a motion to accept the 2022 financial statements as written.

**The Motion is moved by Candace Keller
Seconded by Kathy Banks**

Any discussion: No discussion.

It is moved that the 2022 financial statements have been accepted as written.

Motion Carried. Thank you

3. APPOINTMENT OF THE AUDITORS

Megan: The next item of business is to appoint auditors for the fiscal year 2023.

Megan: I hereby move that the firm of Ritchie Shortt & Tully LLP be appointed as CALAS/ACSAL Auditors for the 2023 fiscal year and that the Directors are hereby authorized to fix the remuneration of the auditors.

**The Motion is moved by Kelley Putzu
Seconded by Dr. Denna Benn**

Any discussion: No discussion.

It is moved that the firm of Ritchie Shortt & Tully LLP be appointed as CALAS/ACSAL Auditors for the 2023 fiscal year and that the Directors are hereby authorized to fix the remuneration of the auditors.

Motion Carried. Thank you

4. NEW DIRECTORS

Chris: I will now call upon Nomination Committee Chair, Jason Allen for the confirmation of the proposed slate of directors.

Jason: Thank you, Chris. And now it is time to confirm the proposed slate of directors. To ensure good governance and move towards a well-balanced board, CALAS/ACSAL has a Standing Nominations Committee, which is led by the past President.

The mission of the committee is to ensure the Board of Directors has a balanced skill-set and fair representation of our membership including:

- The diverse careers within membership (Technicians, Managers, Veterinarians and Administrators)
- Members from the various geographic regions we serve
- Individuals who possess additional skills that will enhance the overall competency of the Board

This Committee worked through the process of identifying current and future requirements for the board and identifying any gaps in the skill sets required to support goals of the association. The committee sent a call for nominations and received 6 nominations for 4 available positions,

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at this time only 3 positions are being filled. All applications and supporting documentation for each candidate was considered and weighed against the needs of the current board. We move to accept the following individuals who were selected to serve a 4-year term:

Moira Holley (Bowriver)
Charly McKenna (Golden Triangle)
Michele Moroz (Saskatoon)

**The Motion is moved by Alison Weller
Seconded by Dr. Denna Benn**

Discussion. There is no discussion.
It has been moved to accept the individuals who were selected to serve a 4-year term.

Motion Carried. Thank you.

It's now official, we welcome as NEW Board members; Moira Holley, Charly McKenna and Michele Moroz

5. PLAQUE PRESENTATION TO PAST BOARD MEMBERS

Chris: With the welcoming of new board members, we sadly must say goodbye to those board members whose terms are complete. They have reassured us they will continue their service with CALAS. Jason Allen, Michael Brunt, Sarah Collard, Betty-Jo Edgell, and Tracy McCook; we would like to present you each with a plaque in honour of your service to CALAS. Thank you for your support, hard work and commitment to CALAS. This plaque is just a small token for the immense work you have done on the board on behalf of the membership. Thank you!

6. OTHER BUSINESS

Chris: Our final agenda item is "Other Business". Is there anything under "Other Business" that members would like to bring forward for discussion at this meeting?

There does not appear to be any items for "Other Business".

7. INCOMING PRESIDENT – GAYLE PAQUETTE

It is my pleasure to now pass the torch to your **NEW** CALAS/ACSAL President Gayle Paquette!!

Gayle: It is my honour and privilege to accept the role of your new CALAS President. I hope the experiences that have culminated to bring me here today will be helpful to you, and your goals. I look forward to being of service to you, our Membership, who has chosen this path of advocacy for the animals we care for in Laboratory Animal Science and biotechnology. "Chosen" being the operative word. On challenging days, I can be overheard saying "I signed up for this", hopefully with a grin. Through many decisions along the way, I chose this field of work, and to engage with our professional organization. I'm so glad I did. CALAS' Members have generously provided me with mentorship, leadership, and training, farther reaching than they may ever know. They have provided a sense connection and community, even though we are geographically far apart, this withstood the further isolation of a pandemic. With our like-mindedness for advances in animal (and their human caregiver) welfare and science, we have created a Home that we can return to, both at the Chapter level and nationally. I plan to foster this community support and am confident that our Board Members will continue to do

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the same. Welcome, to our new additions. I look forward to our next steps in supporting new CALAS Candidates through the certification process, and all Members with membership perks, partnerships with our affiliate organizations, and other initiatives to ensure that you have opportunities to advance and grow. Finally, thank you to my predecessors, and outgoing Board Members. You have set a solid foundation, during a challenging time, so I know we can build on this even further to help our members work, learn, and grow.

8. CONCLUSION

Gayle: In conclusion, the team that planned this wonderful event, and made all of this happen, deserve special recognition. I would like to thank and acknowledge the Local Organization Committee lead by Stephane Matte, and Scientific Chairs Dr. Ovidiu Jumanca and Dr. Chereen Collymore, for all their incredible hard work in putting this memorable Symposium together.

I would also like to thank the workshop volunteers who organized us all, put us on the buses, fed us, and put together some amazing workshops, this weekend. For all of you, who call Montreal "home", thank you for sharing it with us, and for your hospitality.

I invite all of you to attend the CALAS/ACSAL 2024 Annual General Meeting, scheduled to take place next year during the Symposium on Monday, June 24, 2024, in Saskatoon, Saskatchewan at TCU Place and Conference Centre. We will have much to celebrate.

9. ADJOURNMENT OF THE AGM

Gayle: This officially concludes the meeting. I would like to thank you for attending and ask for a motion to adjourn the meeting at 8:13 am EST

**The Motion is moved by Michael Brunt
Seconded by Kathy Banks**

It has been moved that the meeting is concluded.
Motion Carried.

Opening remarks will begin promptly at 8:30 am followed by your Keynote Speaker Kirk Leech

:eb/June 2023

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