



**Minutes of the
2019 Annual General Meeting**
Monday, May 27, 2019
Sheraton Vancouver Airport Hotel
Vancouver-Richmond, BC
Chair: Tracy McCook

1. REPORT FROM THE PRESIDENT

Tracy McCook, President welcomed members and introduced all present board members. She thanked Teresa McKernan for acting as the representative to CCAC and mentioned that Michael Brunt would be stepping into the role, Radha Dhand-Thom as the Canadian Allied Trades Association Representative and Karen Parisien the National Office Liaison and the National office team.

Tracy highlighted the following accomplishments from the past year:

- ◆ The new website/database migration
- ◆ Growing the member forum a private member only community where you stay connected and ask for or offer advice and share tips on topics of interest to you.
- ◆ Created a number of member only resource areas where we can post information.
- ◆ The Board has taken steps to ensure fiscal responsibilities and to keep in line with corporation Canada.
- ◆ She mentions her appreciation of the member's dedication to education and training and promoting quality animal care in LAS.
- ◆ Building relationships with our affiliate organizations (CCAC, CALAM, AALAS, LAWTE, FELASA)

2. CALL TO ORDER

The President, Tracy McCook as Chair called the meeting to order at 8:16am and welcomed attendees.

The Chair advised that 40 proxies were received, authorizing the Corporate Secretary or other members to vote on behalf of those members who are not able to attend.

In accordance with the By-Laws of the association, a proper calling of the Annual General Meeting, together with proxy forms, was sent to all voting members of record. The Secretary, Jason Allen confirmed that a sufficient number of voting members were present to constitute a quorum as defined in the CALAS By-Laws.

3. ADOPTION OF MINUTES OF 57th AGM

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The Chair introduced the minutes from the meeting held May 7th, 2018 in Quebec City, Quebec.

A motion to adopt the minutes as presented was made by Christina Barnes and seconded by Betty Jo Edgell. Based on a show of hands, the motion carried.

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

The Treasurer, Claire Smits noted that the financial statements are available on the member's only section of the web site and limited quantities were available as members entered the room. She stated that the association is practicing fiscal responsibility. Claire noted that the report of the auditor Collins Barrow, LLP was presented to the finance committee on April 23, 2019 with respect to the financial statements of the Association for the 2018 fiscal year and that the finance committee is satisfied that the statements are accurate and that proper financial controls are in place.

5. APPOINTMENT OF THE AUDITORS

Claire reported that the Board is pleased with the manner in which the audit was conducted for 2018 and proposed that CALAS appoint the auditor for another year. It was noted that the name of the auditor changed from Collins Barrow, LLP to Baker Tilly Vaughan LLP.

A motion was made by Claire Smits that the firm of Baker Tilly Vaughan LLP, be appointed as CALAS Auditors for the 2019 fiscal year and that the Directors are hereby authorized to fix the remuneration of the auditors. The motion was seconded by Linda Grocock and put to a vote. Based on a show of hands, the motion carried.

6. NEW DIRECTORS

Tracy thanked all board members who had terms expiring following this AGM. She reminded members of the process adopted at the AGM in 2016 whereby to ensure good governance and move towards a well-balanced, skills based board, a Standing Nominations Committee was formed. The committee was led by the past President, Karen Gourlay.

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

- Our diverse 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

Karen led this Committee through the process of identifying current and future requirements for the board and identifying any gaps in skill-set. The committee sent a call for nominations and received 6 nominations for 4 available positions. They carefully reviewed all applications and supporting documentation and each candidate was

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considered based on their skills and experience, balanced with the skills and experience needed to balance the current board. We are happy to announce the following individuals who were selected to serve a 4 year term:

Michael Brunt, RMLAT (Pacific Chapter)
Jason Allen, RMLAT (CORC Chapter)
Betty Jo Edgell, RMLAT (CORC Chapter)
Tracy McCook, RMLAT (CORC Chapter)

A motion was made by Wendy O. Williams that the proposed slate of new directors be accepted for a 4 year term on the board of directors. The motion was seconded by Josephine Lee and put to a vote. The motion carried.

Karen thanked all candidates for their willingness to serve and encouraged them to join committees this year. She noted that she will continue to serve as President for the remainder of the Symposium but that Jason Allen will take on his role as President directly afterwards.

Tracy introduced Jason Allen as the Incoming President to say a few words; "Jason quoted a famous politician to frame his upcoming tenure and gave the association sober and civil minded words of encouragement."

7. OTHER BUSINESS

There was no other business brought forward.

8. NEXT MEETING

Tracy invited all members to attend the 2020 CALAS/ACSAL Annual General Meeting on Monday, May 4th 2020, scheduled to take place during the Annual Symposium in Toronto, Ontario.

9. CONCLUSION

Tracy took a moment to recognize the local organizing committee in Vancouver for their hard work and dedication in putting together the 2019 Annual Symposium.

The meeting was adjourned at 8:26 am.

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PO Box 20507 - 2901 Sheppard Avenue East • Toronto • Ontario • Canada • M1T 3V5
TELEPHONE: (416) 593.0268 • FAX: (416) 979.1819