



Minutes of the 2021 Annual General Meeting

Friday, June 11, 2021

Start time: 11:45am EST / 8:45am PST

End time: 12:45pm EST / 9:45am PST

Virtual Annual General Meeting

Chair: Jason Allen/Christina Barnes

1. REPORT FROM THE PRESIDENT

Jason welcomed and thanked everyone for coming to our AGM. "If it was in person there would have been plenty of great things starting the meeting...balloons, Cirque de Soleil, Triumph the comic dog, aperitifs... But here we are."

Before we get started; let's take a moment for the National Anthem

A VIDEO WAS PLAYED

"I would like to introduce our current Board of Directors. They are on the call but not able to speak like the rest of you."

Tracy McCook – Immediate Past President

Christina Barnes, Vice-President, Secretary

Stephane Matte, Chair of Membership Committee

Gayle Paquette, Chair of Certifications

Sarah Collard, Chair of Marketing and Promotions Committee

Dr. Lise Phaneuf, Educational Committee Chair

Candace Keller, Regional Chapter Committee Chair

Karen Gourlay, Symposium Chair and Treasurer

Alison Weller, Webinars Leader and Magazine editor

Martha Manning, Awards Chair, Social media guru

Our Directors at Large: Dr Marcus Litman, Michael Brunt, Betty-Jo Edgell, Eve-Marie Charbonneau, and Wilma Lagerwerf

I would also like to thank some of the representatives that assist our organization to liaise with our industry partners. Teresa McKernan who was our CALAS representative to the CCAC. Michael Brunt has stepped into this role moving forward, and Karen Parisien who is our National Office Liaison and Claire Smits who is our Finance Liaison.

I am very proud of the work we have accomplished this year, with many of the planned projects coming to fruition including:

- A continuation of webinars as programming to fulfill our obligation to members concerning continuing education. Thank you to those organizers and speakers.

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- Another successful year of exams by Gayle Paquette and her team. Remote format with ProctorU via virtual platforms
- The Member Magazine continues to be on track and was digital again this year and continues to be met with very positive reviews.
- Continued refinements of exam questions and content is occurring
- A private Facebook page where people can ask questions to other members in confidence that it stays within the membership. Contact National for membership.
- The Board has taken steps to ensure fiscal responsibilities and to keep in line with corporation Canada. This included a public tender for management services. We are happy to announce that we will continue to work with Absolute Conferences and Events who will represent our National Office.
- We continue to build relationships with our affiliate organizations and are grateful for their work where our goals overlap
- Not wanting to take away from the Treasurer report, it would be wrong of me not to highlight that through the hard work of many people on many projects, we are also avoiding obliteration of our emergency savings.
- There are other projects and meetings which occurred regularly to deal with a myriad of challenges over the past year. A significant amount of personal and professional effort was invested by many people continuing to work in stressful circumstances in their own home and work environments and I wish to thank them for that.
- I am very proud of our members dedication to education and training and promoting quality animal care in LAS.

Thank you to the membership at all levels, technicians, vets, vendors for your support of CALAS endeavours. I always appreciate the dedication of our volunteers to run our programs. I encourage each of you to volunteer your time and talents. A few hours each, makes a huge difference.

I also wish to thank Absolute Conferences and Events for continued professional service throughout the pandemic.

And now it is time for the formal part of our AGM. **ring chimes**

Since we do not have our usual forum, I would ask that each attendee be brave and raise any concerns they have for any motions. We are relying on proxies for voting numbers and will count votes for those in attendance as positive unless a concern is voiced. For the record, if you move or second a motion, please clearly identify yourself and spell your name for the minutes.

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

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2. CONFIRMATION OF QUAROOM

Thank you, Jason, Notice of this AGM was sent to all voting members in accordance to our bylaws. I can confirm that there are a sufficient number of voting members present to constitute a quorum.

Thank you, Chris.

I have been advised that 50 proxies were received, authorizing the Corporate Secretary or others to vote on behalf of those members who are not able to attend.

3. ADOPTION OF MINUTES OF 59th AGM

The next item on the agenda is the minutes of the 2020 Annual General Meeting held June 25, 2020 Virtually. 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? **A motion to adopt the minutes as presented was made by Tracy McCook and seconded by Karen Gourlay. Based on the live poll, the motion carried.**

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

I will now call upon our Treasurer Karen Gourlay for the presentation of the financial statements and auditor's report.

The financial statements are available in the members only section of the website and have been sent in advance through notice to all members. The auditors are Baker Tilly Vaughan LLP.

The auditor presented their report to the finance committee on May 20, 2021, with respect to the financial statements of the Association for the 2020 fiscal year.

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.

The COVID-19 Pandemic had a financial impact on our organization due to loss of our Symposium revenue stream 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 funds of the funds we needed to remove, and holding an in-person Symposium in 2022 in Toronto! Congratulations to everyone and thank-you!

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5. APPOINTMENT OF THE AUDITORS

Karen reported that the Board is pleased with the manner in which the audit was conducted for 2020 and proposed that CALAS appoint the auditor for another year. I hereby move that the firm of Baker Tilly Vaughan LLP be appointed as CALAS Auditors for the 2021 fiscal year and that the Directors are hereby authorized to fix the remuneration of the auditors

A motion was requested by Karen Gourlay that the firm of Baker Tilly Vaughan LLP, be appointed as CALAS Auditors for the 2021 fiscal year and that the Directors are hereby authorized to fix the remuneration of the auditors. Alison Weller made a motion to accept the above recommendation. She was seconded by Gayle Paquette and put to a vote. Based on the live poll, the motion carried

6. NEW DIRECTORS

Jason thanked all board members who had terms expiring following this AGM. And now it is time to confirm the proposed slate of directors. As you know, to ensure good governance and move towards a well-balanced, skills-based board, a Standing Nominations Committee, was created.

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

Tracy McCook 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 9 nominations for 4 available positions. We carefully reviewed all applications and supporting documentation and each candidate was 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:

- 1. Christina Barnes, RMLAT (Vancouver Island Chapter)**
- 2. Alison Weller, RMLAT (CORC Chapter)**
- 3. Kelley Putzu, RLAT (Golden Triangle Chapter)**
- 4. Dr. Nanka Dimitorva (CORC Chapter)**

A motion was made by Michael Brunt that the proposed slate of new directors be accepted for a 4-year term on the board of directors. The motion was seconded by Claire Smits and put to a vote. Based on the live poll, the motion carried. Thank you, Tracy, for your leadership on this committee.

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It's now official, we welcome as NEW Board members Nanka and Kelley and as RETURNING Board members Christina and Alison.

Jason Allen, thanks everyone and now passes the torch to Chris Barnes as the NEW CALAS/ACSAL President.

7. CHRISTINA BARNES SPEAKS AS PRESIDENT OF CALAS/ACSAL

Thank you, Jason.

On behalf of the membership, I would like to thank Jason Allen for his incredible leadership through this difficult time. In a time when a third of not-for-profit organizations were unsure of their survivability and longevity Jason had to make what had to be hard decisions that resulted in continued value to the membership in webinars and roundtable discussions, online based testing and he kept our spirits high with messages from the president, articles on operations during covid, the coveted BOD cookie award, dressing up in numerous costumes and his commitment to making us laugh with all things silly. The membership owes you a debt of gratitude and I do to. Thank you, Jason.

I am here today because Jason asked me to. I've been on the board of directors for four years since Claire Smits nominating me. Claire has been one of those people in my life that has always supported me and countless others in the Pacific Chapter. She has encouraged me and others to get our RLAT certification then our RMLAT certification, then gave me the opportunity to be involved in examinations and article writing and finally to be active at the national level. She inspires me to speak my mind, ask the tough questions and celebrate and recognize the good stuff. She is reminder to me how important it is to support each other and say, "You got this" Thank you Claire.

In the last four years I've held the role of Awards Chair where I got the honour to reward the very best of our membership on their accomplishments, worked towards adding value to the portfolio through increased sponsorship and symposium registration and improvement of forms and processes. Recently I have held the role of secretary and Vice President where I have been a part of many executive decisions and been involved with the local organization committee for this amazing Symposium. I follow a great succession of Presidents each who used their many strengths to serve the membership and I am honoured to now be among them in service.

A bit about me. I came to the field of laboratory animals as an undergrad when I worked in the animal care unit as a work study student. I dumped cages, siphoned urchin trays, and performed cardiac punctures in between classes. I took every opportunity I could to work with a diverse number of animals. I am passionate about animals and will always be. I worked in the biology department caring for the university of Victoria's reptile and amphibian collection, did a bit of field work, handled a few venomous snakes and spent a lot of time performing skeletochronology on garter snakes or snake aging which looks at the growth rings in the vertebrae of snake tail tip samples. In the biology department I also volunteered on many projects such as tracking recently released black bear cubs to determine if they would stay out of trouble or return to residential areas (they stayed out of trouble). I monitored killer whales and boat activity on Johnstone strait to determine if the boats had an impact on the whales (they did). I even performed amphibian inventory in Clayquot sound...a beautiful place with old growth forest. Committed to the welfare of all animals I worked for the local SPCA as an adoption counsellor and kennel technician and later their wildlife rehabilitation center as an on-call wildlife rehabilitator. I have been actively involved with the Canadian Animal Assistance Team (better known as CAAT) which

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goes into remote communities to set up animal health clinics where we vaccinate, spay, and neuter and provide much needed basic veterinary care to animals in the community. In 2009 I returned to the University of Victoria's Animal Care Unit and worked in a variety of roles in the aquatic and mammalian facilities and resumed caring for the collection of reptiles and amphibians.

I am passionate for and dedicated to improving the lives of all animals and this includes laboratory animals. I am committed to CALAS's mission of elevating the standards of laboratory animal practices to enhance animal welfare and excellence in science.

Four years ago, I took a position at ImmunoPrecise Antibodies (Canada) Ltd. ImmunoPrecise Antibodies (or IPA) is located at the Vancouver Island Technology Park in Victoria, BC on beautiful Vancouver Island. A place that shuts down two weeks of the year when we get 4cms of snow. At IPA I manage a small animal care unit, coordinate the animal care committee and work with project managers and a principal investigator on developing antibody production animal programs in my role as animal care program manager.

My colleagues at IPA support me in my role as President where together with the amazing people on the board of directors and with support from the management company we call "National" I will be of service to the membership. In the years ahead we will work on topics such as inclusivity, transparency, and sustainability to ensure longevity of the association. We will continue to add value to the membership and providing high quality resources and education. I hope you will join me in some aspect in that endeavour.

During the pandemic we learned what matters and CALAS matters. It is a unique close-knit group of laboratory animal professionals that are dedicated to the standards of laboratory animal practices to enhance animal welfare and excellence in science. It has since 1961. This year marks CALAS's 60th year!

As one of my many duties as president I must select a vice president. I am so happy to announce that I have asked Gayle Paquette to be my vice president. She is a knowledgeable, kind, approachable committed CALAS member that I have been honoured to get to know over the years and will make an amazing president. The membership is in good hands with Gayle at the head of it and she has already been an immense support to me. Gayle is currently the certifications chair and along with her certification committee has been working hard to improve our certifications program such as online examinations through ProctorU, changes to the examinations and developing a potential outreach component.

I've talked a lot about myself today, but I am just one person and we all know "Great things are never done by one person they are done by a team of people". I have an amazing team of people working with me from everyone on the board of directors that volunteer their time and expertise devoted to the membership, our new board members Nanka and Kelley and with the support of the National office (names you will recognize Liz, Chantelle, Carolina and Renee) who I am happy will be supporting the association for years to come. They make it happen. My job will be to learn to speak last. It's now my turn to speak last...except for now when I get to introduce our newest Chapter...my colleagues and friends, that make up the Vancouver Island Chapter. I spoke of Claire Smits earlier. It was her and Teresa McKernan's support and encouragement of CALAS members here on Vancouver Island that we were able to grow our numbers and provide CALAS examinations and resources.

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Out of the Pacific Chapter we have emerged as our own Chapter (we stole some people with our good weather and beaches like Megan Fuller). Dean Rysstad, Jenn MacDonald and I worked together to set the chapter up with support from Candace Keller, the BOD and the National office. I introduce to you today the Vancouver Island Chapter:

VIDEO PLAYED

Thank you to Kenzie Morimayto for putting that great video together.

8. OTHER BUSINESS

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".

9. NEXT ANNUAL GENERAL MEETING

In conclusion, I would like to provide an enthusiastic and heartfelt thank you to the Local Organization Committee and Scientific Chairs Andrew and Aurore for all their incredible hard work in putting together this remarkable Symposium. Although the pandemic kept us from being together the virtual symposium created not from a template allowed us to share ideas, become inspired, reconnect, gather resources, and learn something.

Thank you to all the workshop volunteers.

Tracy McCook invited all to attend the CALAS/ACSAL 2022 Annual General Meeting, scheduled to take place next year during the Symposium on Monday, June 27th, 2022 – in Toronto, Ontario. We will have much to celebrate.

Tracy shared the 2022 Symposium poster as well as a Toronto Tourism VIDEO

10. AWARDS

Christina Barnes introduced Martha Smith Chair of Awards; Martha welcomed everyone and presented a video of all the awardee winners.

VIDEO PLAYED

11. ADJOURNMENT

This officially concludes the meeting and Christina thanked everyone for attending and being part of CALAS/ACSAL annual general meeting, I would like to ask for a motion to adjourn the meeting.

A motion was made by Dean Rysstad to adjourn the 2021 annual general meeting at 12:41 pm EST. The motion was seconded by Jennifer MacDonald and put to a vote. Based on the live poll, the motion carried.

:LB

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