

CPAWS Southern Alberta Chapter  
Annual General Meeting Minutes  
September 16, 2020

Zoom Conference Call

**Attendance:** The Chapter's Bylaws indicate that a quorum of 10 members must be present at the Annual General Meeting. Attendance was taken and the members present met the number necessary for a quorum. As such, the Annual General Meeting was duly constituted.

**1. Introductions and welcome:**

Phil Nykyforuk, the current Board of Directors chairperson, acted as the chair of the meeting which was called to order at 7:08pm. It was noted this year's Annual General Meeting is a Zoom format recognizing that hosting an in person event during the current pandemic is neither practical nor responsible. It was mentioned that the last several Annual General Meetings have been hosted virtually, and that we may explore hosting larger events in the future.

Phil Nykyforuk noted that the chapter has had a successful year, despite the current challenges and operating for 9 months without an Executive Director. It was noted that since the spring there have been numerous and unprecedented challenges posed by the current Provincial Government and that our chapter's response to these challenges has CPAWS SAB recognized as a leader in our province and we are likely more relevant than ever before.

Phil Nykyforuk noted that all of the necessary information for the Annual General Meeting is posted on the Chapter's website, and that it was also emailed to attendees along with the meeting reminder earlier in the day. Information includes the Annual General Meeting agenda, the audited financial statements for the year ended March 31, 2020, and the minutes of the 2019 Annual General Meeting.

Phil Nykyforuk noted that following the presentation of the audited financial statements, Jim Donohue (board treasurer) would be providing a financial update, followed by a brief presentation by Brad Clute (executive director) regarding our funding strategy.

**2. Review and approval of the minutes of the 2019 AGM**

**Motion:** To accept the minutes of the Annual General Meeting of September 18, 2019. Moved by Gord James, Seconded by Doug Firby. All in favour, none opposed. Carried.

3. **Approval of 2020 Financial Statements.** Jim Donohue presented the audited financial statements for the year ended March 31, 2020.

**Motion:** That the audited financial statements of the Canadian Parks and Wilderness Society Southern Alberta Chapter for the year ended March 31, 2020 be approved as presented. Moved by Jim Donohue, Seconded by Gord James. All in favour, none opposed. Carried.

4. **Appointment of Auditors for 2021**

**Motion:** That Buchanan Barry LLP is appointed the auditors of the Canadian Parks and Wilderness Society Southern Alberta Chapter for the year ending March 31, 2021. Moved by Jim Donohue, Seconded by Phil Nykyforuk. All in favour, none opposed. Carried.

5. **Financial Update**

Jim Donohue provided an overview of our financial outlook, noting we are in a strong position, and that the reserve we have built up over the last few years has provided a rainy day fund and built a strong balance sheet. He explained that despite the current uncertainty, we can move forward with our work. He noted that we are people driven organization, and because of our strong financial position we are able to maintain our staff team and continue working at full output.

Brad Clute provided an overview of our fund development strategy for 2020/21. He noted we are likely going to see a drop of corporate and foundation funding due to COVID-19, and the approval of the 2021 budget allows us to ensure the quality and delivery of our programming will be maintained. He noted that a healthy reserve and a forward thinking budget will provide us with the flexibility to react to challenges and opportunities as they arise. He noted that fund development for 2021 will focus on individual donors, leveraging targeted communications and analytics. No questions for financial outlook.

6. **Election of Board of Directors for 2020/2021**

Board nominees standing for re-election: Phil Nykyforuk, Jim Donohue, Jon Mee, Doug Firby, Cinthia Nemoto, Jeff Goldberg, Ross Glenfield.

Board nominees standing for election: James Early, Lana Mezquita, Kirsty Mackenzie

Phil Nykyforuk noted that we have 10 nominees for the Board of Directors, 7 returning members and 3 new members.

**Motion:** That the presented slate of Directors be accepted as the Directors for the Canadian Parks and Wilderness Society Southern Alberta Chapter for the coming year. Moved by Phil Nykyforuk, Seconded by Jeff Goldberg. All in favour, none opposed. Carried.

## 7. **Other Business**

Phil Nykyforuk noted that the minutes of this Annual General Meeting should be provided to Buchanan Barry LLP to confirm their appointment as auditors for the upcoming fiscal year.

Jon Mee thanked Phil Nykyforuk for his service to the organization as board chairperson.

Phil Nykyforuk noted that next board meeting would be on September 30<sup>th</sup> at 6pm via zoom.

Motion that there being no further business, the Annual General Meeting be adjourned at 7:32pm. Moved by Phil Nkykyforuk, Seconded by James Early. All in favour, no opposed. Carried.