

# ANNUAL AGM

DATE: JUNE 6<sup>TH</sup>, 2023

**'This meeting is being recorded on Microsoft Teams for minute-taking purposes as authorized'.**

## Roll Call

The following persons were present:

Directors	Staff
Klas Ohman - Chair	Stephen Williamson - CFO
Dalibor Ambrus -Treasurer	Lilliane Al Jouni - Executive Assistant
Pam Reyno - Vice Chair	Andrew Morris - Data Manager
Boniface Koudjonou	Kevin McKinley - CEO
Houssain El Aribi	<b>Absent</b>
Chris Bates	Joyce Austin
Jennifer Blaney	
Sylvie Boisvenue	
Brad Woodward	
Maria Marcos-Mendoza	
Chris Bates	

### 1. Call to Order – Conflict of Interest

Klas called the meeting to order. Quorum was presented.

### 2. Approval of the Agenda

**Motion:** to approve the agenda for CALA Annual General Meeting 2023.

**Mover:** Sylvie Boisvenue

**Second:** Pam Reyno

**Carried.**

### 3. Approval of AGM 2022 Minutes

**Motion:** to approve Minutes from AGM 2022

**Mover:** Pam Reyno

**Second:** Jennifer Blaney

**Carried.**

## 4. Chair's Report

This past year in CALA was characterized by great efforts from the Board of Directors, as well as strong support from the CALA staff team, to navigate a new era of success for the organization. Central to this was defining the desired profile of a new CEO, then recruiting a leader that could work closely with the Board and staff, drive service excellence, and set new directions for CALA.

The CALA Board was pleased to appoint Kevin McKinley as the new President and CEO in August 2022. Kevin brings national and international experience to CALA having led Canadian industry and regulatory associations in the last number of years, and previously leading the International Organization for Standardization (ISO) in Geneva, Switzerland as the Deputy and Acting Secretary-General of the organization for a total of 14 years. Kevin has also served on the Board of Directors of the Global Reporting Initiative (GRI) and has co-founded a start-up organization to help assess the ESG performance of online platforms.

With this new leadership in place, and with CALA's return to in-person work and assessments in 2022, the organization is well-positioned to build excellence for its clients, develop new services, and secure new accreditation markets that require credibility and trust.

## 5. CEO Report

### **CALA's Current Mission Statement**

"Canadian leader in providing internationally recognized, high quality, customer-focused accreditation services that empower people and organizations to make better decisions"

### **CALA's Current Vision Statement**

"To ensure trust and confidence for a healthy, safe, and sustainable environment"

### **CALA's Current Values**

**Integrity** – Ethical principles and values. Accountability in the conduct of our work. Committed to transparency and impartiality

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**Competence** - Credibility and expertise in our services. Commitment to precision, quality, and Standards

**Competitive Collaboration** - Competing and working with Accreditation colleagues globally

**Leadership** - Providing our clients a significant advantage

### **CALA's four Drivers**

Customer, Growth, Influence, Excellence.

## 6. Treasurer's Report 2022 Results

The Finance Committee is comprised of three Directors and Senior management

The goal of the committee is to assist the Board in fulfilling their oversight responsibilities by reviewing financial information, reporting processes, and assessing financial risk

### REVENUES:

- Our main revenue streams include accreditation and annual accreditation maintenance fees, membership fees and the Training Program.
- CALA saw a successful year in many respects with regards to Accreditation and Training.
- As budgeted for 2022, training revenues were lower than prior year.
- Through 2022, CALA was able to return to on-site assessments.

### PROGRAM EXPENSES:

- Accreditation expenses were significantly higher due to CALA's ability to return to providing on-site assessments.
- Training expenses were lower than prior year, as expected.

**SALARIES & BENEFITS**, are lower than budget and prior year actual due to staff vacancies throughout the year

The **GENERAL ADMINISTRATIVE** expenses are lower than what was budgeted but higher than the previous year.

## 7. Appointing Auditors

**Motion:** To re-appoint the firm of Welch, LLP as auditors of CALA for the year ending December 31, 2023

**Mover:** Chris Bates

**Second:** Klas Ohman

**Carried.**

## 8. Motion of Responsibility

"We the Members hereby support and approve all expenditures, actions and agreements undertaken by the Board of Directors and its officers and agents on behalf of the association, as reported to the membership"

**Mover:** Ken Middlebrook

**Second:** Sylvie Boisvenue

**Carried**

## 9. Election of Directors

The Board's nomination Committee propose the following:

- CALA Board size go from 10 to 8 Directors 2023/2024
- Daniel Blanchard be presented for 3-year term election representing the "Atlantic Region"
- Chris Bates current appointment be presented for a 3-year term election, representing Ontario/Quebec
- Houssain El Aribi be re-elected for a second 3-year term
- Sylvie Boisvenue to be re-assigned as representing "Ontario/Quebec" region rather than "At-Large"

### **Daniel Blanchard (New)**

**Motion:** To elect Daniel Blanchard as CALA Director, representing the Maritime region, for a period of 3 years

**Mover:** Pam Reyno

**Second:** Brad Woodward

**Carried.**

### **Chris Bates (currently appointed)**

**Motion:** To elect Chris Bates as CALA Director, representing the Ontario/Quebec region, for a period of 3 years

**Mover:** Sylvie Boisvenue

**Second:** Jennifer Blaney

**Carried.**

### **Houssain El Aribi (Re-election)**

**Motion:** To re-elect Houssain El Aribi as CALA Director, representing the Pacific and Yukon region, for a period of 3 years

**Mover:** Dalibor Ambrus

**Second:** Maria Marcos-Mendoza

**Carried.**

### **Sylvie Boisvenue (currently elected "At-Large" to Board)**

**Motion:** To re-assign Sylvie Boisvenue as representative for the Ontario/Quebec region on the CALA Board of Directors

**Mover:** Chris Bates

**Second:** Boniface Koudjonou

**Carried.**

## 10. Appreciation of departing Directors

- Joyce Austin
- Pam Reyno
- Dalibor Ambrus
- Boniface Koudjonou

## 11. Adjournment

**Motion:** To adjourn the 2023 CALA Annual General meeting

**Mover:** Pam Reyno

**Second:** Chris Bates

**Carried.**