



MEETING MINUTES - CPRS Calgary Board

Meeting

Date	Thursday, June 17, 2021
Started	5:15 PM
Ended	5:45 PM (MST)
Location	Zoom Online Meeting
Purpose	2021 Annual General Meeting
Chaired by	Gord Hawker APR
Recorder	Laura Worsley-Brown

Attendance

Present:	Danielle Alfaro, Gord Hawker APR, Kim Jones, Katelyn Marchyshyn, Suzanne Polyak, Sarah Roberts, Lisa Rushka, Peter Ryan, Joshua Smith, Gina Teel, Laura Worsley-Brown
Absent:	Shaina Kylvik

Minutes

1. Standing Items

1.1. Portfolio/Committee Reports

After cocktail lessons led by Danielle and Josh, the meeting was called to order at 5:20 pm.

Quorum was achieved: Quorum is 18, we had 24 voting members on the line.

Status: Completed

1.2. Approve Minutes of 2020 Annual General Meeting

Minutes were posted on the website and distributed by email.

Moved by Gina Teel

Seconded by Candace Thompson

Floor was open for discussion.

18 votes in favour.

Motion passed

Resolution #:

Moved: Gord Hawker APR

seconded:

Status: Carried

Vote:

1.3. Full Attendees

Proxies – Voting



1. Jeremy Broadfield
2. Melanie Nicholson
3. Diane Rennie
4. Susan Elford

Attendees on call

Board Members – Voting:

1. Kimberlee Jones
2. Laura Worsley-Brown
3. Gina Teel
4. Suzanne Polyak
5. Peter Ryan
6. Gordon Hawker
7. Sarah Roberts
8. Lisa Rushka
9. Danielle Alfaro
10. Joshua Smith

New Members:

11. Sheridan McVean
12. Cassie Naas
13. Candace Thompson

Other – Voting Members:

14. Lisa Baril
15. Don Boynton
16. Kim Blanchette
17. Richard Truscott
18. Shawn Davis
19. Nancy Arab (votes on proxy)
20. Colleen Killingsworth
21. Lori DeLuca

Non-Voting

1. Katelyn Marchyshyn

National Office

1. Wayne Knorr
2. Ejona Balashi



Absent:

1. Theresa Ranallo
2. Braden Istace
3. Emily Campbell
4. Shaina Kylvuik
5. Aïssatou Thiam (attended briefly)
6. Kanchan Tripathi
7. Deanna Morin
8. Timothy Rose PROXY – ineligible

Status: Completed

2. Portfolio/Committee Reports

2.1. President

Gord Hawker presented the 2020 - 2021 board members.

Gord then presented a slide on the President's report.

Slides are available for viewing.

COPY HERE:

Status: Completed

2.2. Treasurer

Slides are available for viewing.

COPY HERE:

Status: Completed

2.3. Accreditation

Slides are available for viewing.

COPY HERE:

Status: Completed

2.4. Program & PD

Slides are available for viewing.

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Status: Completed

2.5. Communications

Slides are available for viewing.

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Status: Completed

2.6. Sponsorship & Promotion



Slides are available for viewing.

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Status: Completed

2.7. Volunteers & Membership

Slides are available for viewing.

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Status: Completed

2.8. Education & Scholarship

Slides are available for viewing.

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Status: Completed

2.9. Student

Slides are available for viewing.

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Status: Completed

3. Resolutions & Motions

3.1. Motion to approve the Board Portfolio Reports

Resolution #2

Moved by Sheridan

Seconded by Sarah

Questions or discussions?

Call to vote - 18 in favour

Proxy votes in favour: 5

Resolution #: 2

Moved:

seconded:

Status: Carried

Vote:

3.2. Motion to approve the 2020/2021 Audited Financial Statements

Resolution #1

Moved by Shaun Davis

Seconded by Danielle Alfaro



No discussion or questions

Call to vote - 18 in favour

Motion carried

Proxy votes in favour: 5

Resolution #: 1

Moved:

seconded:

Status: Carried

Vote:

3.3. Motion to accept the Nominating Committee Report and Acclaim Nominees

Motion to accept the recommendation of the 2021/2022 Nominating Committee to acclaim the following members in good standing, who meet the requirements of the current bylaws and regulations of CPRS Calgary:

•Candace Thompson - nominee for Membership Chair

•Cassie Naas, APR – nominee for Treasurer

•Sheridan McVean, APR, FCPRS - nominee for PD & Events Co-Chair

Motion to accept the recommendation of the 2021/2022 Nominating Committee to acclaim the following members in good standing, who meet the requirements of the current bylaws and regulations of CPRS Calgary:

•Candace Thompson - nominee for Membership Chair

•Cassie Naas, APR – nominee for Treasurer

•Sheridan McVean, APR, FCPRS - nominee for PD & Events Co-Chair

Resolution #4

Moved by Lisa Baril

Seconded by Gina Teel

Call to vote - 17 in favour

Motion carried

Resolution #: 4

Moved:

seconded:

Status: Carried

Vote:

3.4. Call for Volunteers to fill Director-at-Large Roles

Three Director-at-Large roles were identified by the Board and the Nominating Committee to enhance future operations and inclusiveness of CPRS Calgary. Those roles would focus on three specific areas:

- **Board Continuity & Processes**



- Diversity, Equity & Inclusion
- Engagement & Advancement

Three Director-at-Large roles were identified by the Board and the Nominating Committee to enhance future operations and inclusiveness of CPRS Calgary. Those roles would focus on three specific areas:

- Board Continuity & Processes
- Diversity, Equity & Inclusion
- Engagement & Advancement

Status: Completed

3.5. Resolution to Amend Bylaws

Be it resolved that:

Due to the uncomplicated nature and low volume of financial transactions of the Canadian Public Relations Society – Calgary, as well as the rising cost of an annual professional audit, Section 8.2 of the bylaws of the Calgary Society be amended as follows:

ARTICLE VIII Financial Year ~~OUT~~ Currently reads: ~~OUT~~ "Annual Audit 8.2 The financial statements and records of the Secretary and Treasurer shall be audited at least once each year by duly qualified accountants appointed for that purpose at the Annual General Meeting." Changes to (changes noted in red):

"Annual Financial Review 8.2 The financial statements and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by at least two members of the Society who are members in good standing and not currently serving as members of the Society's Board of Directors, appointed for that purpose at the Annual General Meeting."

REVISED SECTION OF MOTION:

"Annual **Financial Review** 8.2 The financial statements and records of the Secretary and Treasurer shall be audited at least once each year by **a duly qualified accountant when the value of annual revenues exceeds CAD \$25,000. When the value of revenues is less than \$25,000 then financial statements can be reviewed by at least two members of the Society who are members in good standing and not currently serving as members of the Society's Board of Directors**, appointed for that purpose at the Annual General Meeting."

Resolution #3

Two-thirds agreement is required. Out of 25 votes, 17 votes in favour are required.

Moved by Joshua Smith

Seconded by Suzanne

Call for discussion and questions.

Don Boynton spoke against the motion - we are a professional society and need to use professionals, as a cost of doing business.

Can we look as a shared service with CPRS National to share with other societies?

Should it be approved, more appropriate for two members reviewing be accredited members. Accreditation should be the goal of all members.

Don also believes accreditation should be a requirement to be on the board.

Treasurer Josh Smith gave explanation on the history of our book keeping.

We did go to market and received several quotes. The closest was \$4,000.



Nancy agrees with Don - she is uncomfortable as a deduction. Appreciates our transactions are few, but we still have significant investments - we have a responsibility to monitor. Need to report appropriately.

Shawn Davis - many of the questions she had. Josh and Shawn discussed via email. Biggest challenge continues - the increasing costs around directors and liability. Audit is a huge cost. If we make the change, we need to ensure those two members needs to be good at budgeting and forecasting. Feels that if we make the change, leave room to do an audit OR a review - put a cap, and if we exceed a certain number of transactions, then it would trigger an audit.

Colleen Killingsworth:

I agree with Don and Nancy... and have further concerns about putting our volunteers in a position of facing a potential CRA audit.

Gord: We are not subject to an audit from CRA. We are provincially registered, not federally.

Josh: Current value of transactions - less than 100 transactions.

Gord: What is value of the statement of operations? If over \$25,000 / year it would trigger an audit, rather than a member review?

Lisa: We had discussed having an audit every few years.

Josh: We had a discussion but the cost would still be according to the number of years included.

Shawn will volunteer as one of the reviewers.

Call to vote -15 + 4 – 19

3 + 1 – 4

Proxy votes in favour: 4

Proxy votes opposed: 1

Motion carries.

Resolution #: 3

Moved: Joshua Smith

seconded:

Status: Carried

Vote:

3.6. Motion to Appoint Financial Reviewers for 2021-22

Resolution #5

The following put forward their names:

Motion to appoint the following to act as financial reviews.

Shawn Davis

Joshua Smith

Moved by Sarah

Seconded by Danielle

Call to vote - 15 in favour, 1 opposed



Motion carried.

Resolution #: 5

Moved:
seconded:

Status: Carried

Vote:

4. Ending Items

4.1. Recognition of Outgoing Board Members

PD & Events: Lisa Rushka, APR

Membership: Danielle Alfaro

Treasurer: Josh Smith

Student: Katelyn Marchyshyn

PD & Events: Lisa Rushka, APR

Membership: Danielle Alfaro

Treasurer: Josh Smith

Student: Katelyn Marchyshyn

Status: Completed

4.2. Motion to Adjourn

Moved by Suzanne

Seconded by Lisa

Motion carried

Resolution #:

Moved:
seconded:

Status: Carried

Vote:
