



**CANADA ARTISTIC SWIMMING ANNUAL MEETING  
Meeting Minutes**

<b>Date: September 14, 2019</b>
<b>Time (From – To): 12:00 to 13:39 EST</b>
<b>Location: GotoWebinar</b>
<p><b>Chairperson:</b> Florence Klein, Board Member, and Margie Schuett, Vice President, Canada Artistic Swimming</p> <p>Note: CAS President Judi Enns Bradette was absent for the meeting which was chaired in her place by Vice-President Margie Schuett</p>
<p><b>Voting Members:</b></p> <p>Jennifer Folkes, President, Synchro Newfoundland/Labrador          Nadine Jewer, President, Nova Scotia Artistic Swimming          Elena Thibault-Arsenault, President, Natation Artistique Québec          Ruth Belcher, President, Ontario Artistic Swimming          Allison Gervais, Executive Director, Manitoba Artistic Swimming          Bob Dobrinski, VP Finance, Saskatchewan Artistic Swimming          Helen Kelley, President, Alberta Artistic Swimming          Rhonda Vanderfluit, Vice-President, Synchro British Columbia</p>
<p><b>Observers:</b></p> <p>Lindsay Duncan, Board of Directors Member, Canada Artistic Swimming          Florence Klein, Board of Directors Member, Canada Artistic Swimming          Shannon Higgins, Board of Directors Member, Canada Artistic Swimming          Margie Schuett, Vice President &amp; Chairperson (absent during call to order)          Jackie Buckingham, Chief Executive Officer, Canada Artistic Swimming          Cheryl McEvoy, Finance &amp; Administration Manager, Canada Artistic Swimming          Julie Healy, Chief Sport Officer, Canada Artistic Swimming          Angela Bowser, Manager of Events and Member Service, Canada Artistic Swimming          John Van Schyndel          Carol Chernishenko, SAS VP Sport Development          Mary Dwyer, OAS Executive Director          Kathleen Reynolds, SAS Executive Director          Pam Kidney, Nova Scotia AS Executive Director          Alanna Harman</p>
<p><b>Recording Secretary:</b> Angela Bowser, Manager Events and Member Services, Canada Artistic Swimming</p>

Item No.	Topic and actions taken
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1.	<p><b>Call to Order</b></p> <p>Florence Klein called the meeting to order at 12:17 EST.</p> <p><b>Presentation of credentials</b></p> <table data-bbox="267 384 873 682"> <tr><td>Alberta</td><td>1 vote</td></tr> <tr><td>British Columbia</td><td>1 vote</td></tr> <tr><td>Manitoba</td><td>1 vote</td></tr> <tr><td>Newfoundland/Labrador</td><td>1 vote</td></tr> <tr><td>Nova Scotia</td><td>1 vote</td></tr> <tr><td>Ontario</td><td>1 vote</td></tr> <tr><td>Quebec</td><td>1 vote</td></tr> <tr><td>Saskatchewan</td><td>1 vote</td></tr> </table> <p><b>Total</b> <b>8 votes</b></p> <p>CAS CEO J. Buckingham confirmed that Quorum is reached</p>	Alberta	1 vote	British Columbia	1 vote	Manitoba	1 vote	Newfoundland/Labrador	1 vote	Nova Scotia	1 vote	Ontario	1 vote	Quebec	1 vote	Saskatchewan	1 vote
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2.	<p>Following the roll call, Margie Schuett joined the meeting and took the role of chair. As Board members have a voice in this meeting but no vote, M. Schuett entertained a motion to allow Canada Artistic Swimming staff and observers a voice but not a vote in the proceedings of this meeting:</p> <p><b>MOTION:</b> THAT staff and observers be granted a voice at this meeting</p> <p>Moved by: R. Vanderfluit, Synchro British Columbia  Seconded by: H. Kelley, Alberta Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>																
3.	<p><b>Approval of Agenda</b></p> <p><b>MOTION:</b> THAT the agenda be approved as presented</p> <p>Moved by: E. Thibault-Arsenault, Natation Artistique Québec  Seconded by: A. Gervais, Manitoba Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>																
4.	<p><b>Approval of 2018 Annual Meeting Minutes – September 14, 2018</b></p> <p><b>MOTION:</b> THAT the minutes of the 2018 Annual Meeting be approved as presented.</p> <p>Moved by: B. Dobrinski, Saskatchewan Artistic Swimming  Seconded by: A. Gervais, Manitoba Artistic Swimming</p>																

	Carried unanimously
5.	<p><b>President &amp; CEO Report</b></p> <p>J. Buckingham, CEO, Canada Artistic Swimming addressed those in attendance. She acknowledged the hard work of the executive leadership across the country, the busy year ahead, and gave words of encouragement and congratulations. The written report was included in the published Annual Report.</p> <p>There were no questions regarding the CEO Report.</p>
6.	<p><b>Approval of Audited Financial Statement – year ending March 31, 2019</b></p> <p>As a thorough review of the financial statements was presented at the workshop prior to the Annual Meeting, P. Jewer, Finance Committee Chair, asked if anyone had any final questions regarding the Audited Financial Statements. No questions were brought forth.</p> <p><b>MOTION:</b> THAT the March 31, 2019 audited Financial Statements be approved as presented</p> <p>Moved by: E. Thibault-Arsenault, Natation Artistique Québec  Seconded by: J. Folkes, Synchron Newfoundland/Labrador</p> <p style="text-align: right;">Carried  Abstention - N. Jewer</p> <p>R. Belcher asked to revisit the original seconder of the motion, N. Jewer, President of NS Artistic Swimming, based on perceived conflict of interest being related to the Chair of the Finance Committee. At this time J. Folkes agreed to second the motion.</p> <p>R. Belcher suggested that N. Jewer also abstain from the motion to approve the Financial Statements ending March 31, 2019 because of her perceived conflict, at which time N. Jewer declared her abstention.</p>
7.	<p><b>Appointment of Auditors</b></p> <p>P. Jewer called for a motion to approve the appointment of KPMG as Auditors for 2019-2020.</p> <p><b>MOTION:</b> THAT the auditing firm of KPMG be retained for the fiscal year 2019-2020</p> <p>Moved by: H. Kelley, Alberta Artistic Swimming  Seconded by: B. Dobrinski, Saskatchewan Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>

8.	<p><b>Receiving of Standing Committee Reports</b></p> <p>The Committees are:  Nominating Committee chaired by F. Klein  HR Committee chaired by J. Enns Bradette  Governance Committee chaired by J. Enns Bradette  Finance Committee, chaired by P. Jewer.  No questions for the reports.</p> <p><b>MOTION:</b> THAT the reports of the Standing Committees be received</p> <p>Moved by: R. Belcher, Ontario Artistic Swimming  Seconded by: B. Dobrinski, Saskatchewan Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p> <p>M. Schuett recognized the following Committee or Working Group Chairs for their work and leadership this past year:</p> <ul style="list-style-type: none"> <li>• Ruth Belcher – Policy Working Group</li> <li>• Lisa Schott – External Relations Committee</li> <li>• Lianna Sottile – National Officials Committee</li> <li>• Karen Land – Rules/Technical Committee</li> <li>• Margie Schuett – Marketing/Fundraising Committee</li> <li>• Olivia Zawadiuk – Athlete Council</li> </ul>
9.	<p><b>Receiving of Provincial Presidents’ Reports</b></p> <p><b>MOTION:</b> THAT the Provincial/Territorial reports be received as circulated</p> <p>Moved by: R. Belcher, Ontario Artistic Swimming  Seconded by: E. Thibault-Arsenault, Natation Artistique Québec</p> <p style="text-align: right;">Carried unanimously</p>
10.	<p><b>Bylaw Changes</b></p> <p>M. Schuett confirmed there are no bylaw changes to be addressed.</p>
11.	<p><b>Ratification of Prior Acts Done by Directors and Officers</b></p> <p><b>MOTION:</b> THAT The work done by the CAS Board since the 2018 Annual Meeting be confirmed/ratified.</p> <p>Moved by: E. Thibault-Arsenault, Natation Artistique Québec  Seconded by: B. Dobrinski, Saskatchewan Artistic Swimming</p>

Carried  
Abstention: Ontario Artistic Swimming

R. Belcher stated that she does not believe a vote is required for this motion.  
M. Schuett confirmed that J. Buckingham addressed this concern in a previous email and will also be on the calendar to be addressed in the coming months.

12. **Election of Board of Directors**

F. Klein, Chair of the Nominating/Governance Committee, reviewed the election process and advised the assembly that there are four (4) board positions available and three (3) persons seeking election to the board as follows alphabetically.

- Jacques-Olivier Demers
- Lindsay Duncan
- Judi Enns Bradette

F. Klein drew attention to bylaw 16.13 – Geographic limitation – which states that only 2 elected directors may reside in any one province. Given that one position on the board is already filled by a Quebec based director, there is only one more Quebec based position available for the two candidates running who reside in the province of Quebec. So, an election between Jacques-Olivier Demers and Lindsay Duncan must be conducted.

Even though Judi Enns Bradette was the only ON based director on the board, and is otherwise uncontested, an election must be held to ensure she received greater than 50% of the votes.

The Scrutineers were introduced:

(a) the scrutineer for the Nominating Committee is Paul Jewer

(b) the scrutineer for the CEO is Cheryl McEvoy

(c) the scrutineer for the members is an external Financial Management Advisor for the federal government – her name is Laura Gormley

The election was conducted by the Nominating Committee Chair.

Congratulations to all members who were elected and/or re-elected on the Board of Directors for 2018 – 2020/21 in no specific order:

Judi Enns Bradette- re-elected

Lindsay Duncan – re-elected

**MOTION:** THAT the 2019 election ballots be destroyed

Moved by: R. Belcher, Ontario Artistic Swimming

Seconded by: E. Thibault-Arsenault, Natation Artistique Québec

	Carried unanimously
13.	<p><b>Other Business</b></p> <p>M. Schuett opened the floor to H. Kelley regarding new business.</p> <p>H. Kelley proposed a recommendation for consideration, to move away from a standard requirement template for reporting and allow PTSO's to submit reporting in a form they use for their own AGM or government funders in order to reduce the number of templates and extra work to shift from one to the next.</p> <p>M. Schuett acknowledged H. Kelley's suggestion.</p> <p>M. Schuett then recognized out-going board member, Julie Johnston's contributions and sent her best wishes.</p>
14.	<p><b>Adjournment</b></p> <p><b>MOTION:</b> THAT the meeting be adjourned at 13:39 MDT.</p> <p>Moved by: E. Thibault-Arsenault, Natation Artistique Québec</p>