



CANADA ARTISTIC SWIMMING ANNUAL MEETING
Meeting Minutes

Date: September 14, 2018
Time (From – To): 14:00 to 16:00 MDT
Location: Best Western Plus Village Park Inn, Calgary, AB
Chairperson: Judi Enns Bradette, President, Canada Artistic Swimming
Voting Members: Nadine Jewer, Executive Director, Synchro Nova Scotia Nathalie Cyr, President, Synchro New Brunswick Éléna Thibault-Arsenault, President, Synchro Québec Ruth Belcher, President, Synchro Swim Ontario Allison Gervais, Executive Director, Synchro Swim Manitoba Lenore Lindquist, President, Synchro Saskatchewan Helen Kelley, President, Synchro Alberta RaeAnne Rose, President, Synchro BC
Observers: Joel Sanders, Board of Directors Member, Canada Artistic Swimming Gail Donohue, Board of Directors Member, Canada Artistic Swimming Margie Schuett, Board of Directors Member, Canada Artistic Swimming Julie Johnston, Board of Directors Member, Canada Artistic Swimming Lindsay Duncan, Board of Directors Member, Canada Artistic Swimming Jackie Buckingham, Chief Executive Officer, Canada Artistic Swimming Cheryl McEvoy, Finance & Administration Manager, Canada Artistic Swimming Stéphane Côté, Communications & Events Director, Canada Artistic Swimming Julie Healy, Chief Sport Officer, Canada Artistic Swimming Isabelle Lecompte, High Performance Manager, Canada Artistic Swimming Jennifer Keith, Executive Director, Synchro BC Jennifer Luzia, Executive Director, Synchro Alberta Kathleen Reynolds, Executive Director, Synchro Saskatchewan Mary Dwyer, Executive Director, Synchro Swim Ontario Pam Kidney, Executive Director, Synchro Nova Scotia Julie Vézina, Executive Director, Synchro Québec Catrine Klein, Board of Directors Treasurer, Synchro Swim Ontario Carly Abraham Leslie Sproule Chris Hampshire, Official, Synchro Canada Erika Lindner, Official, Synchro Canada Suzanne Kostron, National Officials Committee, Canada Artistic Swimming Florence Klein, Canada Artistic Swimming Board of Directors Nominee Susan Kemper Tanya Magee

Dr. Richard Leblanc, Governance Consultant
 Anne Dionne, Sport Canada Consultant
 John Brett
 Chris Foster
 Julie MacFarlane
 Sara Kindt
 Aliza Aldana

Recording Secretary: Lisa Pagliarello, Executive Coordinator, Canada Artistic Swimming

Item No.	Topic and purpose																
1.	<p>Call to Order</p> <p>J. Enns Bradette called the meeting to order at 14:18 MDT.</p> <p>Presentation of credentials</p> <table data-bbox="267 846 873 1146"> <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>New Brunswick</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>Total 8 votes Quorum is reached</p>	Alberta	1 vote	British Columbia	1 vote	Manitoba	1 vote	New Brunswick	1 vote	Nova Scotia	1 vote	Ontario	1 vote	Quebec	1 vote	Saskatchewan	1 vote
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2.	<p>As Board members have a voice in this meeting but no vote, J. Enns Bradette 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>MOTION: THAT staff and observers be granted a voice at this meeting</p> <p>Moved by: R. Belcher, Synchro Swim Ontario Seconded by: L. Lindquist, Synchro Saskatchewan</p> <p style="text-align: right;">Carried unanimously</p>																
3.	<p>Approval of Agenda</p> <p>MOTION: THAT the agenda be approved as presented</p> <p>Moved by: A. Gervais, Synchro Swim Manitoba Seconded by: E. Thibault-Arsenault, Synchro Québec</p>																

	Carried unanimously
4.	<p>Approval of 2017 Annual Meeting Minutes – September 16, 2017</p> <p>MOTION: THAT the minutes of the 2017 Annual Meeting be approved as presented.</p> <p>Moved by: H. Kelley, Synchro Alberta Seconded by: N. Cyr, Synchro New Brunswick</p> <p style="text-align: right;">Carried unanimously</p> <p>MOTION: THAT the minutes of the May 15, 2018 Special Meeting be approved as presented.</p> <p>Moved by: A. Gervais, Synchro Swim Manitoba Seconded by: N. Jewer, Synchro Nova Scotia</p> <p style="text-align: right;">Carried unanimously</p>
5.	<p>President & CEO Report</p> <p>J. Enns Bradette will make a presentation at the Convention Opening and Reception this evening.</p> <p>There were no questions for the report.</p>
6.	<p>Approval of Audited Financial Statement – year ending March 31, 2018</p> <p>As there was already a Finance Workshop, J. Sanders asked if there were any final questions or statements.</p> <p>MOTION: THAT the March 31, 2018 audited Financial Statements be approved as presented</p> <p>Moved by: R. Belcher, Synchro Swim Ontario Seconded by: H. Kelley, Synchro Alberta</p> <p style="text-align: right;">Carried unanimously</p>
7.	<p>Appointment of Auditors</p> <p>J. Sanders proposed that Canada Artistic Swimming hire the same firm, KPMG Auditors, for the 2018-2019 fiscal year.</p> <p>MOTION: THAT the auditing firm of KPMG be retained for the fiscal year 2018-2019</p> <p>Moved by: N. Cyr, Synchro New Brunswick Seconded by: R. Belcher, Synchro Swim Ontario</p>

	Carried unanimously
8.	<p>Receiving of Standing Committee Reports</p> <p>The Committees are Nominating Committee – chaired by J. Enns Bradette, Finance Committee, Risk Management, HR Committee. No questions for the reports.</p> <p>MOTION: THAT the reports of the Standing Committees be received</p> <p>Moved by: R. Rose, Synchro BC Seconded by: A. Gervais, Synchro Swim Manitoba</p> <p style="text-align: right;">Carried unanimously</p> <p>J. Enns Bradette recognized the following Committee or Working Group Chairs for their work and leadership this past year:</p> <ul style="list-style-type: none"> • Ruth Belcher – Policy Working Group • Lisa Schott – External Relations Committee • Lianna Sottile – National Officials Committee • Karen Land – Rules/Technical Committee • Margie Schuett – Marketing/Fundraising Committee
9.	<p>Receiving of Provincial Presidents’ Reports</p> <p>MOTION: THAT the Provincial/Territorial reports be received as circulated</p> <p>Moved by: H. Kelley, Synchro Alberta Seconded by: N. Jewer, Synchro Nova Scotia</p> <p style="text-align: right;">Carried unanimously</p>
10.	<p>Notices of Motion</p> <p>J. Enns Bradette welcomed Dr. R. Leblanc and asked him to say a few words regarding the proposed bylaws changes, a series of governance enhancements. These are considered best practice.</p> <p>Bylaw 1</p> <p>MOTION: THAT Canada Artistic Swimming bylaw 16.1 read that the Board of Canada Artistic Swimming shall consist of a minimum of five and a maximum of seven Directors-at-large, elected at the Annual Meeting.</p> <p>Moved by: R. Belcher, Synchro Swim Ontario Seconded by: E. Thibault, Synchro Québec</p>

Carried unanimously

Bylaw 2

MOTION: THAT Canada Artistic Swimming bylaw 16.7 read no more than three Directors may be elected each year to three-year terms

Moved by: R. Belcher, Synchro Swim Ontario

Seconded by: E. Thibault, Synchro Québec

7 in favour 1 opposed 0 abstained

Carried

Bylaw 3

MOTION: THAT CAS bylaw 16.12 read Other than as described in Section 17 and Section 19 below, no Director may serve more than nine years as a Director in his or her lifetime.

Moved by: R. Belcher, Synchro Swim Ontario

Seconded by: E. Thibault, Synchro Québec

It was explained that no director is given an automatic 9 years – the peer review is a process that will continue to provide feedback to board members and directors will continue to run for election. It was suggested that nine years gives individuals more time to accomplish objectives, gives the organization more stability at the board table, and possibly allows directors time for a break between terms if they desire. It was noted that it will take until 2020 for all directors to be on 3 year terms.

7 in favour 1 opposed 0 abstained

Carried

Bylaw 4

MOTION: THAT Canada Artistic Swimming be granted the authority to make the necessary revisions to the existing bylaws document to effect the name change from Synchro Canada. This document will be registered with Corporations Canada in accordance with their requirements.

Moved by: A. Gervais, Synchro Swim Manitoba

Seconded by: H. Kelley, Synchro Alberta

Carried unanimously

11.	<p>Ratification of Prior Acts Done by Directors and Officers</p> <p>MOTION: THAT the acts done by the Directors and Officers of Canada Artistic Swimming in 2017-2018 be ratified</p> <p>Moved by: E. Thibault, Synchro Québec Seconded by: N. Cyr, Synchro New Brunswick</p> <p style="text-align: right;">Carried unanimously</p>
12.	<p>Election of Board of Directors</p> <p>J. Enns Bradette, Chair of the Nominating/Governance Committee, reviewed the election process and advised the assembly that there are three (3) possible positions to fill.</p> <p>The assembly is to elect up to 3 directors – 2 will serve a two-year term and 1 will serve a one-year term.</p> <p>The Scrutineers were introduced: Joel Sanders – named by the Nominating/Governance Committee Mary Dwyer – named by the members Cheryl McEvoy – named by the CEO</p> <p>The election was conducted by the Nominating Committee Chair.</p> <p>Congratulations to all members who were elected and/or re-elected on the Board of Directors for 2018 – 2020/21 in no specific order: Florence Klein – newly elected Margie Schuett – re-elected Shannon Higgins – newly elected</p> <p>Post Meeting Note: It had been determined by the Nominating Committee that the candidate receiving the most votes would be given first option at the one three year term. F. Klein accepted this position.</p> <p>MOTION: THAT the 2018 election ballots be destroyed</p> <p>Moved by: L. Lindquist, Synchro Saskatchewan Seconded by: N. Cyr, Synchro New Brunswick</p> <p style="text-align: right;">Carried unanimously</p>
13.	<p>Other Business</p> <p>J. Enns Bradette recognized Gail Donohue and Joel Sanders, outgoing Canada Artistic Swimming Board Members and thanked them for their years of service and dedication to the organization.</p>

14.	Adjournment MOTION: THAT the meeting be adjourned at 15:39 MDT. Moved by: N. Jewer, Synchro Nova Scotia