



CANADA ARTISTIC SWIMMING ANNUAL MEETING Meeting Minutes

Date: September 19, 2020

Time (From – To): 14:00 to 16:30 EST

Location: Zoom Webinar

Chairperson: Judi Enns Bradette, President, Canada Artistic Swimming

Voting Members:

Jennifer Folkes, President, Newfoundland and Labrador Artistic Swimming
Nadine Jewer, President, Nova Scotia Artistic Swimming
Gina MacLeod, President, Synchro Prince Edward Island
Elena Thibault-Arsenault, President, Natation Artistique Québec
Ruth Belcher, President, Ontario Artistic Swimming
Lisa Ferguson, President, Manitoba Artistic Swimming
Lenore Lindquist, President, Saskatchewan Artistic Swimming
Helen Kelley, President, Alberta Artistic Swimming
Raeanne Rose, President, British Columbia Artistic Swimming

Observers:

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 & Chairperson (absent during call to order)
Oliva Zawadiuk, Athletes' Council Chair
Jackie Buckingham, Chief Executive Officer, Canada Artistic Swimming
Cheryl McEvoy, Finance & Administration Manager, Canada Artistic Swimming
Julie Healy, Chief Sport Officer, Canada Artistic Swimming
Rieanne Gushulak, Safety in Sport Coordinator, Canada Artistic Swimming
John Van Schyndel, CAS IT Consultant
Stephane Cote, Communications and Events Director, Canada Artistic Swimming
Jennifer Langlois, IST Program Manager, Canada Artistic Swimming
Kara Heald, Artistic Swimming Program Manager, Canada Artistic Swimming
Jennifer Keith, BCAS Executive Director
Jennifer Luzia, AAS Executive Director
Mary Dwyer, OAS Executive Director
Kathleen Reynolds, SAS Executive Director
Debra Kofsky, MAS Executive Director
Julie Vezina, NAQ Executive Director
Pam Bursey, NBAS Executive Director
Christine Fink, OAS Board Member
Alanna Harman, OAS Board Member

Sandra Inglis, OAS Board Member
Rhonda Vanderfluit, BCAS Board Member

Recording Secretary: Rieanne Gushulak, Safety-in-Sport Coordinator, Canada Artistic Swimming

Item No.	Topic and actions taken																		
1.	<p>Call to Order</p> <p>Judi Enns Bradette called the meeting to order at 14:00 EST.</p> <p>Presentation of credentials</p> <table data-bbox="259 651 876 997"><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>Prince Edward Island</td><td>1 vote</td></tr><tr><td>Saskatchewan</td><td>1 vote</td></tr></table> <p>Total 9 votes</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	Prince Edward Island	1 vote	Saskatchewan	1 vote
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2.	<p>Following the roll call, J. Enns Bradette took the role of chair. 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. Rose, BC Artistic Swimming Seconded by: H. Kelley, Alberta Artistic Swimming</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: L. Lindquist, Saskatchewan Artistic Swimming Seconded by: L. Ferguson, Manitoba Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>																		

4.	<p>Approval of 2019 Annual Meeting Minutes – September 14, 2019</p> <p>MOTION: THAT the minutes of the 2019 Annual Meeting be approved as presented.</p> <p>Moved by: R. Belcher, Ontario Artistic Swimming Seconded by: N. Jewer, Nova Scotia Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
5.	<p>President & CEO Report</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 President & CEO Report.</p>
6.	<p>Sport Canada Presentation – Lindsay Larue</p> <p>Senior Program Analyst and CAS Sport Canada Consultant Lindsay Larue addressed the AM. L. Larue gave an overview of Sport Canada, and the funding streams. L. Larue focused on the Official Languages, Next Gen, Safe Sport, COVID-19, and event hosting funding. The presentation is attached as Appendix A.</p>
7.	<p>Chief Sport Officer Presentation – Julie Healy</p> <p>J. Healy presented on the athlete-coach relationship as the centre of decision-making and coaching excellence within Canada. Coach education importance was highlighted as was creating safe, inclusive environments for athletes. Athlete development was also highlighted through the Complete Artistic Swimmer. The presentation is attached as Appendix B.</p>
8.	<p>Approval of Audited Financial Statement – year ending March 31, 2020</p> <p>As a thorough review of the financial statements was conducted 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>MOTION: THAT the March 31, 2020 audited Financial Statements be approved as presented</p> <p>Moved by: R. Rose, British Columbia Artistic Swimming Seconded by: E. Thibault-Arsenault, Natation Artistique Québec</p>

	Carried unanimously
9.	<p>Appointment of Auditors</p> <p>P. Jewer called for a motion to approve the appointment of KPMG as Auditors for 2020-2021</p> <p>MOTION: THAT the auditing firm of KPMG be retained for the fiscal year 2020-2021</p> <p>Moved by: J. Folkes, Newfoundland and Labrador Artistic Swimming Seconded by: R. Rose, British Columbia Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
10.	<p>Receiving of Standing Committee Reports</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>MOTION: THAT the reports of the Standing Committees be received</p> <p>Moved by: H. Kelley, Alberta Artistic Swimming Seconded by: L. Lindquist, Saskatchewan Artistic Swimming</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 • Olivia Zawadiuk – Athlete Council • Lindsay Duncan – Diversity and Inclusion Task Force <p>O. Zawadiak, Chair of the Athletes’ Council addressed the AM and provided a summary of goals moving forward including:</p> <ul style="list-style-type: none"> • Serve as a means to engage with athletes to make them part of the whole sport process • Instill confidence in athletes in the process of sports administration and give opportunity to provide feedback and key insights • Increase knowledge of sport administration within the athlete body • Promote further engagement with PTSO athlete representatives

	<ul style="list-style-type: none"> • Structure of council altered to now be: one (1) Senior Team Representative and three (3) members-at-large who will be appointed as a liaison for each National Team • Long-Term goal: have an athlete representative on each PTSO Board of Directors <p>L. Duncan, Co-Chair of the Diversity and Inclusion Task Force addressed the AM and provided a summary:</p> <ul style="list-style-type: none"> • Since submitted report, a male, Gilbert Edmond, has joined the committee • Group has been productive over last few months – details have been documented in the report • Issues of Diversity and Inclusion touch everything we do. The group will be reaching out on all levels, to all committees and stakeholders for engagement
11.	<p>Receiving of Provincial Presidents’ Reports</p> <p>MOTION: THAT the Provincial/Territorial reports be received as circulated</p> <p>Moved by: L. Ferguson, Manitoba Artistic Swimming Seconded by: R. Belcher, Ontario Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
12.	<p>Special Resolution</p> <p>A special resolution which supports the new By-Law 5.22, to be voted on in the next agenda item, has been drafted by the Finance Committee and approved by the CAS Board and is now included in the Financial Transactions with Stakeholders Policy.</p> <p>BE IT RESOLVED: That CAS Members provide the CAS Board with the latitude to increase membership dues/registration fees by not more than 5% (rounded up to the nearest dollar) annually. Member dues/Registrant fee increases above this amount require further approval at the AM. CAS further commits to notify the membership of any increase to the fees, by May 1 prior to the increase taking affect.</p> <p>Moved by: E. Thibault-Arsenault, Natation Artistique Québec Seconded by: J. Folkes, Newfoundland and Labrador Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
13.	<p>By-Law Changes</p> <p>Following last year’s AM, the Governance Committee launched the “By-Law Review Project” and CAS retained the services of Benoit Girardin, LBB to guide us through this process. This is a critical piece of work for CAS, as our By-Laws are our guides/rules by which we govern. The 2013 edition were in need of an overhaul and J. Enns Bradette thanked everyone for their input and also thanked the Governance Committee: Gayle McClelland, Shannon</p>

	<p>Higgins, Helen Kelley, Elena Thibault-Arsenault and Jackie Buckingham for their leadership in completing this major undertaking.</p> <p>Benoit Girardin addressed the meeting in both official languages.</p> <p>MOTION: THAT the By-Laws be approved as submitted.</p> <p>Moved by: N. Jewer, Nova Scotia Artistic Swimming Seconded by: J. Folkes, Newfoundland and Labrador Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
14.	<p>Confirmation/Ratification of the Work of the Board since 2019</p> <p>J. Enns Bradette notes that in the revised By-Laws, this item is no longer included on the AM agenda. For the sake of good order, and for the final time, J. Enns Bradette asks to receive the work of the board and recognize confirmation by addressing the following motion:</p> <p>MOTION: THAT The work done by the CAS Board since the 2019 Annual Meeting be confirmed/ratified.</p> <p>Moved by: R. Rose, British Columbia Artistic Swimming Seconded by: H. Kelley, Alberta Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
12.	<p>Election of Board of Directors</p> <p>F. Klein, Chair of the Nominating Committee, reviewed the election process and advised the assembly that there are three (3) board positions available and one (1) vacancy available and nine (9) persons seeking election to the board as follows alphabetically.</p> <ul style="list-style-type: none"> • Chris Foster • Dimitri Gray • Sara Hart • Jason Herbert • Kelly Millar • Deanna Shaw • Ann Stirrat • Lesley Toussaint • Elise Truscott <p>F. Klein noted that the 3 full-term positions will be voted on first and then the vote for the vacancy on the board would be voted on.</p> <p>The Scrutineers were introduced: (a) the scrutineer for the Nominating Committee is Melanie Beaudoin</p>

	<p>(b) the scrutineer for the CEO is Cheryl McEvoy (c) the scrutineer for the members is Julie Vezina from Natation Artistique Québec</p> <p>The election was conducted by the Nominating Committee Chair.</p> <p>Congratulations to all members who were elected on the Board of Directors for 2020 in alphabetic order: Jason Herbert - elected Deanna Shaw - elected Elise Truscott - elected</p> <p>Congratulations to the member who was elected to the vacancy on the Board of Director for 2020 (a 2 year term): Sara Hart - elected</p> <p>MOTION: THAT the 2020 election ballots be destroyed</p> <p>Moved by: L. Lindquist, Saskatchewan Artistic Swimming Seconded by: L. Ferguson, Manitoba Artistic Swimming</p> <p style="text-align: right;">Carried unanimously</p>
13.	<p>Other Business</p> <p>No other business was put forward. The date of the 2021 AM will be September 18, 2021</p> <p>J. Enns Bradette recognized out-going board members, Shannon Higgins and Margie Schuett's contributions and sent them best wishes.</p>
14.	<p>Adjournment</p> <p>MOTION: THAT the meeting be adjourned at 16:32 EST.</p> <p>Moved by: R. Belcher, Ontario Artistic Swimming</p>