

# Minutes of Meeting



SOCIÉTÉ CANADIENNE  
D'ANALYSE DE LA VALEUR  
CANADIAN SOCIETY  
OF VALUE ANALYSIS  
PO Box  
Ottawa, ON  
K2H 9G1

Subject: CSVA 2012 Annual General Meeting  
Date: January 12, 2013  
Time: 10:10 am – 12:35 pm  
Location: Ted's & GoTo Mtg  
Purpose: Annual General Meeting  
Meeting: AGM 2012

Sujet :  
Date :  
Heure :  
Location :  
But :  
Réunion :

Name	Nom	Organization	Organisation	Responsibilities	Responsabilités
Lucie Parrot		Nguyen Parrot		President	
Ted Lane		Retired (MTO)		Past President/Director	
Steve Taylor		GENIVAR		Past President/Director	
Steve Holmes		Ministry of Transportation		Past President/Director	
Alain LeBlanc		Pratt & Whitney Canada		Past President	
Scot McClintock		Faithful + Gould		Past President/Director	
Mike Pearsall		MTO		Secretary/President-Elect	
Rakesh Shreewastav		MTO		Director	
Tammy Dow		HDR		Director	
Kim Lewis				Director	
Ed Ellard		MMM		Director	
Mashtaq Rabbi		City of Calgary		Director	
Sylvia Karma				Business Office	
Joseph Arcaro		HDR			
Tom Fletcher		The Fletcher Group			
Gary Evans		Calgary			
Louis Boissoneault		Genivar			

## Absent Directors

Name	Nom	Organization	Organisation	Responsibilities	Responsabilités
Eiryn Devereaux		Alberta Infrastructure		Director	Resigned duties

Meeting Notes

Item Article		Assigned Assigné
<b>1.0</b>	<b>Welcome and Opening Remarks</b>	<b>L. Parrot</b>
1.1	Lucie Parrot welcomed everyone and officially called the meeting to order.	
1.2	All 11 Board members are present and more than 50% of the executive so it was determined that there was sufficient quorum to hold the meeting and voting.	
<b>2.0</b>	<b>Review Previous Minutes</b>	<b>M. Pearsall</b>
2.1	The minutes of the 2011 AGM were presented. Lucie noted for item 4.2 that insurance expired in 2014, so may not have been for three years, also under item 7.1 should correct spelling to “Sherbrooke”. It was motioned by Alain Leblanc and seconded by Rakesh Shreewastav that the 2011 AGM minutes be accepted as written with the two corrections (Carried).	
<b>3.0</b>	<b>Financial Report</b>	
3.1	Lucie presented the financial report as of the August 31, 2012.	
3.2	It was noted that an audit was not done in 2012. There is no legal requirement to do an audit and the opinion is that it is a low risk so there is no need to do one.	
3.3	The conference revenue (2011 Toronto) was higher than the previous year.	
3.4	It was noted there was a little less membership revenue and expenses for insurance were higher due to the need for special conference coverage.	
3.5	There were some Travel expenses for people on CSVA business and some advertising funds were spent on the CNAM conference in Montreal.	
3.6	It was noted that telecommunication expenses were a lot lower due to a good deal that Sylvia negotiated on our behalf.	
3.7	It was noted that \$25k was invested by Lucie and the net end of year went up about \$16k.	
3.8	Motion by Mike Pearsall, seconded by Kim Lewis to accept the Treasurer’s Financial Report subject to clarification on the “bad debt”(Carried).	
3.9	Motion by Alain Leblanc, seconded by Scot McClintock to have awards and recognition separate on the statement in the future (Carried).	
3.10	Lucie noted that Gwen did the taxes in December and they will be signed today for submission.	
<b>4.0</b>	<b>President’s Report</b>	<b>L. Parrot</b>
4.1	Lucie noted that her focus has been to organize administrative support to allow to transfer more responsibilities to Sylvia in the business office.	

Item Article		Assigned Assigné
4.2	<p>Highlights from the year were as follows:</p> <ul style="list-style-type: none"> <li>- Written and published guidelines on accounting and human resources issues.</li> <li>- Marketing plan prepared by MBA students at UQAM.</li> <li>- Renewed “friendship” with PMI Montreal.</li> <li>- Discussion with “The Funding Portal” to be listed as a preferred partner.</li> <li>- New welcome letter for new members.</li> <li>- Reinstated honorary member category (includes all past presidents). Clarified that if they want full voting privileges then they must pay to be a full member.</li> <li>- APMG certification process to connect CSVA/SAVE certification (they are looking for us to endorse in Canada in Toronto this year)</li> <li>- Revising cloth banner text, Steve Taylor is assisting.</li> <li>- Presence at APMG, CNAM, HSVA Budapest, SAVE Orlando and Conference Board of Canada.</li> <li>- Added an interview with Berge Tahmazian the first President of CSVA to our history.</li> </ul>	
4.3	Motion by Mike Pearsall, seconded by Ted Lane to officially thank Lucie for her two years of service as President and all the hard work she has put in (Carried).	
4.4	Motion by Alain Leblanc, seconded by Kim Lewis to accept President’s report (Carried).	
<b>5.0</b>	<b>Activities Report</b>	<b>L. Parrot</b>
5.1	Mushtaq hasn’t finished his conference report, but will give highlights under the conference item. No other activity reports were prepared.	
<b>6.0</b>	<b>Secretary’s Report</b>	<b>M. Pearsall</b>
6.1	Mike noted that there were 9 board meetings from January to November. In addition notices for the AGM were prepared and issued.	
6.2	Mike reported that no bylaw revisions were requested nor had any been prepared as a result. Alain requested that the current bylaws be posted to the website.	
6.3	It was questioned whether the annual statutory declaration had been submitted to Industry Canada. This should be added to the administrative guidelines.	
6.4	Motion to accept Secretaries Report by Rakesh Shreewastav, seconded by Kim	

Item Article		Assigned Assigné
	Lewis (Carried).	
<b>7.0</b>	<b>Administration Services for 2012 / Business Office</b>	<b>L. Parrot</b>
7.1	Motion by Mike Pearsall, seconded by Mustaq Rabbi that we keep Sylvia`s administration services and Gwen`s accounting services for 2013 (Carried).	
<b>8.0</b>	<b>Communication Report</b>	<b>S. Holmes</b>
8.1	Steve noted the focus was on capability of the website.	
8.2	Communications highlights were: <ul style="list-style-type: none"> <li>- The business office can now post the latest news and events easily to the website.</li> <li>- About 2600 people are in our communication list and Sylvia can export this now.</li> <li>- There is drag and drop ability now in the publications section.</li> <li>- The issue with e-mail blasts has been solved and the ability to customize distribution lists has been added.</li> </ul>	
8.2	Motion by Lucie Parrot, seconded by Ted Lane to accept report (Carried).	
<b>9.0</b>	<b>Conference Report</b>	<b>M. Rabbi</b>
9.1	Mushtaq reported that the conference was held October 24-25, 2012 in Calgary, it was the 19 <sup>th</sup> CSVA conference and the first to be held in western Canada.	
9.2	Conference highlights were 35 presentations including five keynotes, in four tracks over two days. There were 159 people registered (58 from the City of Calgary). The total revenue was \$83k with \$39k in sponsorship.	
9.3	Motion to accept the conference highlights, subject to a full report by the next regular Board meeting by Lucie, seconded by Kim Lewis (Carried)	
<b>10.0</b>	<b>Election of Officers</b>	
10.1	Mike will stand as President.	
10.2	Nominations received for the 2012 Board with most of the existing Board standing are as follows: <p>Mike Pearsall – President</p> <p>Ted Lane</p> <p>Ed Ellard</p> <p>Gary Evans</p> <p>Steve Holmes</p>	

Item Article		Assigned Assigné
	<p>Steve Taylor</p> <p>Tammy Dow</p> <p>Kim Lewis</p> <p>Scot McClintock</p> <p>Mushtaq Rabbi</p> <p>Rakesh Shreewastav</p> <p>Alain Leblanc</p> <p>Joseph Arcaro</p> <p>Lucie Parrot</p> <p>Tom Fletcher</p> <p>It was noted that the bylaws allow for a minimum of 7 and a maximum of 20 Directors.</p>	
10.2	<p>Motion by Alain Leblanc, seconded by Scot McClintock that we elect the slate of 15 Directors in addition to Mike assuming the mantle of President and the remaining executive positions will be selected from the Directors (Carried).</p>	
<b>11.0</b>	<p><b>Other Business</b></p>	
11.1	<p>Steve Taylor asked for two executive members present in Kingston to sign the financial statements and Lucie to sign the taxes.</p>	
<b>12.0</b>	<p><b>Adjournment</b></p> <p>Motion by Kim Lewis, seconded by Scot McClintock to adjourn the meeting (Carried). Meeting adjourned at 12:35 pm.</p>	