



### Minutes of the CAVEWAS Annual General Meeting

Delta Ottawa City Centre, Ottawa, Ontario

Tuesday, June 16, 2015, 12:30 pm EST

	Item	Details	Action
1.	Call to order	Meeting was called to order at 12:42 pm EST	
	Present	<p>Members:</p> <ul style="list-style-type: none"> <li>• Marcus Bachmann</li> <li>• Renee Daudlin-Iacobelli</li> <li>• Heather Spencer-Grim</li> <li>• Thea Aldrich</li> <li>• Samantha McIntosh</li> <li>• Natalie Beck-Livingstone</li> <li>• Teri Pereira</li> <li>• Jim McDonald</li> <li>• Mel Duffett</li> <li>• Colleen O'Brien</li> <li>• Melissa Bissonnette</li> <li>• Sean FitzGerald</li> <li>• Wade Prior</li> <li>• Marg Smith</li> <li>• Eric Paquet</li> <li>• Helga Guthrie</li> <li>• Gail Kovacs</li> <li>• Jeff Cohen</li> <li>• Erin Elsasser</li> <li>• Jennifer Chladny</li> <li>• Paul Holtby</li> <li>• Philip Boswell</li> <li>• Jodi Webster</li> <li>• Addie Greco-Sanchez</li> <li>• Graham Pett</li> <li>• Bryan Pett</li> <li>• Francois Paradis</li> </ul> <p>Non-Members:</p> <ul style="list-style-type: none"> <li>• Cameron Adams-Webber</li> <li>• Stuart Lee</li> <li>• Phyllis Spencer</li> <li>• Karen Moore</li> <li>• Alison Lefebvre</li> <li>• Jaspreet Soor</li> <li>• Kelly Heydens</li> <li>• Lisa Timmons</li> <li>• Inna Avshalom</li> <li>• Sandra Caze</li> <li>• Sandra Muller</li> </ul>	

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	Regrets	<ul style="list-style-type: none"> <li>Sheryl Thompson</li> <li>Scott Monroe</li> </ul>	
	Minute taker	Gail Kovacs	
	Introductions	Nil	
2.	Adoption of the agenda	Motion to accept the agenda: Phil Boswell Seconded: Rene Daudlin-Iacobelli	
3.	Conflict of Interest – Declaration	<ul style="list-style-type: none"> <li>Renee Daudlin-Iacobelli in conflict with election of 2 of the BOD candidates</li> <li>Jennifer Chladny in conflict with election of 2 of the BOD candidates</li> <li>None others noted</li> </ul>	
4.	Review and acceptance of minutes of June 2014 AGM	<ul style="list-style-type: none"> <li>Motion to accept the minutes: Sean FitzGerald</li> <li>Seconded: Jennifer Chaldny</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>item 4 should read 'minutes of June 2013' and 'motion to accept minutes'</li> <li>item 8 correction in Cameron Adams-Webber's name</li> </ul> <ul style="list-style-type: none"> <li>Motion to accept the revised minutes: Eleanor Zanette</li> <li>Seconded: Paul Holtby</li> </ul>	<ul style="list-style-type: none"> <li>Revisit June 2013 minutes and make changes.</li> <li>Redistribute to the membership</li> <li>Ensure minutes are marked 'draft' until formally approved by membership in 2016.</li> </ul>
5.	President's Report	<ul style="list-style-type: none"> <li>Acknowledged the efforts and dedication of Joan Heron</li> <li>Discussed new relationship with the VRA</li> <li>CAVEWAS gets a split of revenue like other Societies which creates some stable funding</li> <li>Membership numbers 233 at last count</li> <li>Increase of 21 members since last AGM</li> <li>Potential new interest through the CCVE</li> <li>Updated RVP process and documentation over the past year</li> <li>Acknowledgement of individuals who have contributed substantially to CAVEWAS growth and statement of appreciation for CAVEWAS Board of Directors.</li> <li>Motion to approve President's Report: Addie Greco-Sanchez</li> <li>Seconded: Francois Paradis</li> </ul> <p>Discussion: further clarity was offered related to Liability insurance.</p>	
6.	Treasurer's Report	<ul style="list-style-type: none"> <li>Treasurer's Report will be presented at a later date with the appointment of a new Treasurer.</li> <li>CAVEWAS is solvent and in a good financial position.</li> </ul>	

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7.	CCVE designation	<ul style="list-style-type: none"> <li>No questions came from the floor.</li> </ul>	
8.	Professional Development Committee Report	<ul style="list-style-type: none"> <li>Overview of Professional Development for the past year indicates that feedback was “good” to “excellent”</li> <li>Trending towards more delivery through technology</li> <li>Motion to approve Professional Development Committee’s Report: Jeff Cohen</li> <li>Seconded: Teri Pereira</li> </ul>	
9.	President appointment	<ul style="list-style-type: none"> <li>Jennifer Chladny is nominated to the CAVEWAS President’s position</li> <li>Motion to elect Jennifer Chladny as President. Marcus Bachmann</li> <li>Seconded: Sean FitzGerald</li> <li>No other nominations</li> </ul>	
10.	Election of the Board of Directors	<ul style="list-style-type: none"> <li>Gail Kovacs functioned as scrutineer with support from Managing Matters</li> <li>Presentation of 4 candidates for one vacancy on the BOD</li> <li>All candidates praised for their interest in supporting CAVEWAS.</li> <li>Successful incumbent is Melissa Bissonnette.</li> <li>Melissa was welcomed to the Board of Directors.</li> </ul>	
11.	New Business	<ul style="list-style-type: none"> <li>Motion to change Bylaw Article 1.04 (c), to read “the National Office of the Society shall mean the head office of the Vocational Rehabilitation Association of Canada, which shall be situated in the Toronto, Ontario area, in a location determined by the VRAC Board of Directors from time to time.” Change from “the Kingston area”. Teri Pereira</li> <li>Seconded: Rene Daudlin-Iacobelli</li> <li>Department of Defense – Gail Kovacs continues the work of Naireen Lowe and others in the development of a TSA specifically for the Department of Defense.</li> </ul>	<ul style="list-style-type: none"> <li>Change and post new Bylaws</li> <li>Gail Kovacs will work with a designate of CAVEWAS as Department of Defense services roll out.</li> </ul>
12.	Motion to adjourn	<ul style="list-style-type: none"> <li>Marcus Bachmann at 1:25 pm EST</li> </ul>	