



CAPLA ANNUAL GENERAL MEETING MINUTES – MAY 13, 2020

DETAILS

Date, Time, & Location: Wednesday, May 13, 2020; 1 pm to 2 pm; via Zoom Webinar due to COVID-19

Chair: Kathryn Payne

Recorder: Angela Martin

Next Meeting: TBD

BOARD ATTENDEES

Kathryn Payne, Carla Kruschel, Deb Watson, Tracey Stock, Melanie Ottenbreit-Smith, Randon Slaney, Kirstie Egan, John Wallace and Mike Flynn

BOARD REGRETS

None

KEY DISCUSSIONS, FINDINGS AND DECISIONS

1. Welcome

Kathryn Payne called the 26th Annual General Meeting of the Canadian Association of Land Administration to order at 1:13 pm after welcoming all attendees to the Zoom meeting, giving instructions about the electronic procedures and confirming a quorum is in place. She also stated the webinar is being recorded.

Kathryn Payne indicated the Agenda was visible and inquired if any other business should be added. None was brought forward.

Kathryn Payne introduced the current Board of Directors and their roles via individual video. She stated Norine Miller is no longer with the Board and thanked her with many thanks for her time, care and participation during her tenure as Director. She also thanked Stacey Boreski who was the Board's Executive Recorder and excellent in this role. Angela Martin, who has stepped into the space, was welcomed.

Kathryn Payne reminded attendees that active members, retired members or honorary lifetime members of CAPLA, in good standing, are eligible to vote and that a poll will be presented onscreen. She asked non-members to disregard the polling.

2. Ratification of Unapproved Minutes

Kathryn Payne advised copies of the minutes from the last Annual General Meeting held on May 23, 2019 have been made available and invited a motion to accept the minutes as presented.

MOTION: The Meeting Minutes of the 2019 Annual General Meeting be adopted, as presented. Moved, Deb Watson. Second, John Wallace. Resolved by on-line vote.

3. Elections Report

Kathryn Payne invited Carla Kruschel, past President, to present the Elections Report.

Carla Kruschel explained that CAPLA's by-laws stipulate that directors are elected at each AGM for a two-year term, and any director brought on outside of the AGM should also stand for re-election at the next AGM. She stated attendees may have noticed that for the last number of years even returning directors have been added to the slate of nominations. For simplicity's sake, and because it does not violate the by-laws, she advised the Board will continue with that process this year.

Carla Kruschel then indicated the following as the slate of nominees for Directors for 2020-21:

- Carla Kruschel
- Melanie Ottenbreit-Smith
- Deb Watson
- Tracey Stock
- Kirstie Egan
- Randon Slaney
- Kathryn Payne

Carla Kruschel then presented the nominations to the attendees and invited a motion to elect the above slate, as presented.

MOTION: Elect the 2020-2021 slate of directors, as presented. Moved, Kirstie Egan. Second, Randon Slaney. Resolved by on-line vote.

Carla Kruschel then added that although Norine Miller is no longer on the Board, departed in 2019, and John Wallace is departing this year, 2020, the Board has expressions of interest from a few members and are running them through the existing CAPLA process for recruiting new directors. She stated that is great news.

4. President's Report

Before describing CAPLA's 2019 highlights, Kathryn Payne stated attendees may have noticed John Wallace's name was not on the slate of nominees. She informed all that John has stepped away from the

Board to focus on other commitments. On behalf of the Board, she indicated his quiet approach to Board conversations and decision making, which was always on point, will be truly missed and that he is unflappable. Also, that whoever benefits from John's energy in the future is lucky indeed.

Kathryn Payne proceeded with the 2019 President's Report by stating the following:

- CAPLA celebrated its 25th Anniversary! Good times in The Bow's top floor, back when we could all be together in person. A picture of same was shown.
- Our Government Relations Committee which was consolidated and rebranded last year is off to a solid start: the GRC has successfully launched and set out goals and objectives for the year. Also, up and running after consolidation and rebranding last year is the Professional Development Committee.
- New membership categories were introduced for our those who are unemployed, and for our Vendor partners.
- The Electronic Land Files Task Force wrapped up Phase I: two years' worth of data collection through surveys, interviews and focus group discussions. A sponsor has been secured for Phase II: producing a final product to convey all information in a consumable format, which will include a multi-media component.
- Although challenges continued to affect our industry, CAPLA still put forward a full suite of educational and professional development opportunities last year.
- We also introduced and SOLD OUT a full-day conference, which was held at Mount Royal University. Each conference session was well attended, and post-conference evaluations were positive with excellent suggestions for our upcoming 2020 Conference which will be held in the fall, jointly with the PJVA. A survey will be out to you shortly to see where interest lies for break-out sessions.
- We held events with various industry association partners. CAPLA continues to explore strategic relationships with other organizations like the presentation we had from the Canadian Wind Energy Association on transferable skills between our two industries.
- CAPLA has increased its social media presence on LinkedIn, Facebook and Twitter. We are so pleased to have a dedicated volunteer in Marzena Wojcik in this arena, and plan to place special focus on building our LinkedIn presence and network.

5. Treasurer's Report & Approval of Financial Statements

Kathryn Payne invited CAPLA's Treasurer, Melanie Ottenbreit-Smith, to present the financial results for 2019.

Melanie Ottenbreit-Smith explained that the Financial Statements from our 2019 fiscal year were reviewed by Foundations LLP, Chartered Professional Accountants, who provided a Notice to Reader statement. She also stated that the Financial Statements have been posted on CAPLA's website for prior review.

Melanie Ottenbreit-Smith continued with the following comments:

- CAPLA planned for a deficit budget for 2019 of \$12,020. Due to a decline in membership and sponsor revenue the actual deficit was higher than anticipated at \$27,692.
- Despite challenging market conditions and a decrease of revenue CAPLA was able to increase gross earnings in 2019 by 10% as a result of eliminating all course and event offerings that did not break even as well as holding events at the most cost-effective spaces whenever possible.
- I would like to highlight that CAPLA has traditionally maintained very conservative budgets to ensure the long-term viability of the organization and its ongoing capacity to deliver on its mandate to membership.
- In light of the exceptional economic circumstances we have re-forecasted the 2020 budget and are planning for a deficit of -\$82,142.
- Fortunately, CAPLA has cash reserves to enable us to weather the downturns occasionally faced by industry which has been instrumental in maintaining a healthy balance sheet and at Dec 2019 we had cash reserves of \$365,108.
- CAPLA continues to take steps to minimize our expenditures and has reduced staff full time equivalents from 2.5 to 1.75, is in the process of negotiating with our Landlord on further options for reduced rent as well as applying for government subsidies, to name a few recent initiatives. Revenue generation and cost control will be a continued focus.
- The key takeaways for membership are that CAPLA is maintaining a healthy reserve for the foreseeable future, that our board is closely monitoring the organization's health and adapting quickly as needed, and that CAPLA is committed to delivering on its mandate to its members.

Melanie Ottenbreit-Smith indicated she was happy to respond to any specific questions from any member following the meeting today, or attendees can always contact Mike Flynn, Executive Director.

Melanie Ottenbreit-Smith then invited a motion to accept the 2019 Financial Statements.

MOTION: Accept the 2019 Financial Statements, as presented. Moved, John Wallace. Second, Kathryn Payne. Resolved by on-line vote.

6. Adjournment

Kathryn Payne said this is the full content of the AGM and bided all safe times. She thanked attendees for coming out and encouraged all to stick around for Q&A follow up.

Kathryn Payne invited a motion to adjourn the meeting.

MOTION: 2020 Annual General Meeting adjournment at 1:30 pm. Moved, Deb Watson. Second, Tracey Stock. Resolved by on-line vote.

7. Q & A

Kathryn Payne asked Q&A monitor and co-host Marzena Wojcik if there were any questions not addressed during the meeting.

Marzena Wojcik mentioned there was a question from Audrey. Kathryn Payne indicated the question was if there would be a renewed category for membership for part-time and independents not working full-time. Kathryn responded that it will be put on the next board meeting agenda.

Jonathan Chapman thanked the Board so much for arranging the meeting. He is a Board member of a number of companies and associations and this meeting has been one of the slickest he's seen handled on-line. Kathryn Payne thanked Jonathan.

8. Closing Remarks

Kathryn Payne concluded the 26th Annual General Meeting of the Canadian Association of Petroleum Land Administration. She thanked all very much for attending the first virtual AGM and stated that CAPLA looks forward to seeing all on the other side of COVID-19 physical distancing in person, healthy, and stronger from whatever experiences all are going through right now.