



## **2017 CBTF Annual General Meeting**

Best Western Plus, Toronto Airport

Sunday September 10, 2017

Sanction: CBTF-ON-8136

Time: 9:00 am - 11:00 am

### **A. Call to Order** at 9:05 am.

### **B. Roll Call**

1. Sign-in non-voting guests: Terry Stewart, Leisha Strachan, Susan Franklin, Sarah Dawson, Nancy Lighthouse, Brenda Arseneault-LeBlanc.
2. Identify Voting Members:  
Joanne Moser, Jeff Johnson, Karen Gratton, Beth Swain, Cindy Dietrich, Michelle Bretherick, Dana Peteleski, Maureen Johnson, Shannon Webster, Candy Tedford, Theresa Porter, Edie Parisian, Lisa Pitre, Catherine Lemyre (proxy for OBTA), Nadine LeBelle (Gotomeeting).

### **C. Opening Remarks**

1. Meeting protocol will follow Robert's Rules of Order. The minutes will not be a transcript; but an overview of the meeting discussions.

### **D. Adopt Agenda**

1. Additions:  
Item I.a) Other: WBTF board positions and reports.

2. Motion to Adopt the Agenda

**Motion #AGM17-01** to adopt the AGM agenda with additions.

Motion: Beth Swain

Seconder: Candy Tedford

Passed - AIF

### **E. Past Meetings and Announcements**

1. **Revisions** to the 2016 AGM minutes:  
a) Item 3 – Executive Nominees – Election:

*1<sup>st</sup> Vice President 2016-2018 Term: Karen Gratton – **Elected***

*Treasurer 2016-2018 Term: Michelle Bretherick – **Elected***

*Technical Chair 2016-2018 Term: Dana Peteleski - **Elected***

**Motion #AGM17-02** to accept the 2016 AGM minutes as revised.

Motion: Karen Gratton

Seconder: Jeff Johnson

Passed - AIF

2. Motion to ratify actions:

**Motion #AGM17-03** to ratify actions of the CBTF Executive Committee, Board of Directors and Technical Committee – 2016 Fall Conference to present.

Motion: Jeff Johnson

Seconder: Theresa Porter

Passed – AIF

3. Motion to ratify eVotes:

**Motion #AGM17-04** to ratify eVotes as passed by the Executive, Board of Directors and the Appeals Committee (bye requests) – 2016 Fall Conference to Present.

Motion: Cindy Dietrich

Seconder: Karen Gratton

Passed - AIF

4. CBTF Award recipients at 2017 Canadians were summarized in Karen's report.

**F. Old Business**

1. Posting nominations for Board & Executive positions as they are received before the deadline (2016 AGM/F.1)
- Posting nominations would be helpful with identifying open positions. This would give members the opportunity to seek candidates prior to the deadline instead of finding out at the AGM.

**Motion #AGM17-05** for the Election Committee to post the names of nominees 7 days prior to the close of nominations.

Motion: Candy Tedford

Seconder: Michelle Bretherick

Passed - AIF

**G. New Business**

1. Director's Annual Reports:
  - President – Joanne Moser
  - Past-President – Jeff Johnson
  - 1<sup>st</sup> Vice-President – Karen Gratton
  - 2<sup>nd</sup> Vice-President – Beth Jamieson
  - Treasurer – Michelle Bretherick
    - a) Presentation of the April 1, 2016 to March 31, 2017 fiscal year report
  - Secretary – Cindy Dietrich
  - Technical Chair – Dana Peteleski
  - Judges' Rep – Amy Kalin
  - Coaches' Rep – Maureen Johnson
  - Athletes' Rep – Chantal Sutton
  - Group Rep – LeeAnn Wilson
  - SDP Rep – Kasey Bretherick (verbal)
  - Sanction Officer – Sue Mephram
  - BTABC Provincial Chair – Shannon Webster
  - ABTA Provincial Chair – Candy Tedford
  - SBTA Provincial Chair – Theresa Porter
  - MBTSA Provincial Chair – Edie Parisian
  - OBTA Provincial Chair – Kim Genton
  - FQBC Provincial Chair – Julie Cushman
  - BNB Provincial Chair – Nadine LeBelle-Dejario
  - NS Provincial Chair – Kim Jollimore
  - Data Entry Coordinator – Candy Tedford

**Motion #AGM17-06** to accept the reports as presented

Motion: Karen Gratton

Second: Jeff Johnson

Passed - AIF

2. Business Arising From Reports:

- The SDP verbal report highlighted a \$2800.00 profit. Thank you to Kasey Bretherick for filling this position for the 2016/17 term. The CBTF inventory will be shipped to the new 2017/18 SDP Rep.
- Beth and Jeff updated the timeline for the new membership database. Having overcome some technical difficulties, this year's membership process will remain the same and be used to finalize the data conversion. They anticipate it to be up and running early 2018.
- The Treasurer's report highlighted the financial position with the 2015/16 fiscal seeing a loss of \$48,844.48 with our total assets at \$212,886.65. The 2016 Team Trials ran at a substantial loss and Michelle noted this may result in some budgeting considerations going forward.
- Michelle also discussed the CBTF affiliation fees in relation to the cost of our insurance. The actual recovery cost for 2017/18 would be \$9.60, with the current fee at \$6.50, CBTF would need to offset these fees by \$4,000.00. The board discussed the best way to roll-in/increase the current fees so that CBTF does not have to subsidize the cost of insurance and also keeping in mind budget considerations for provinces.

**Motion #AGM17-07** to increase the CBTF Affiliation Fee to \$6.50 per competing athlete for the 2017/18 season.

Motion: Michelle Bretherick

Second: Karen Gratton

**Motion to amend #AGM17-07** to the amount of \$7.50 per competing athlete for the 2017/18 season.

Motion: Cindy Dietrich

Second: Theresa Porter

Passed - AIF

- The CBTF traditionally appoints our own Finance Review Committee to save the additional costs of a public accountant.
- Provinces were asked to submit names of volunteers appropriate for this committee by the end of the month. The board will appoint the 2017/18 committee members via eVote.

**Motion #AGM17-08** to waive the appointment of a public accountant for the 2017/18 fiscal year.

Motion: Michelle Bretherick

Second: Beth Swain

- Sue Mephram our NSO rep had submitted the "CBTF Sanctioning Procedures and Information Guide" with recommended revisions to be reviewed. The members discussed the proposed revisions, and upon consultation with the Education committee, the revised document will be distributed when ready.

## H. Elections

### 1. **Nomination Committee Report:**

- a. Thank you to Jeff Johnson, Beth Swain and Candy Tedford for volunteering on the 2017 nomination committee.

**Motion #AGM17-09** to appoint Jeff Johnson, Beth Swain and Cindy Dietrich as the 2018 nominating committee members.

Motion: Jeff Johnson

Seconded: Michelle Bretherick

Passed - AIF

- b. 2017 AGM Election scrutineers – none required.

### 2. **Special Election Nominees** – none this year.

### 3. **Executive Nominees:**

- President 2017-2019 Term: Joanne Moser - Elected
- 2<sup>nd</sup> VP 2017-2019 Term: Beth Swain - Elected
- Secretary 2017-2019 Term: Cindy Dietrich – Elected

#### **Board of Director 1 year positions for 2017/18:**

- Coaches Rep – Maureen Johnson
- Judge's Rep – Amy Kalin
- Group Rep – Leeann Wilson
- SDP Rep – Sara Thibeault
- NSO – Sue Mephram

- The Nomination Committee received 2 nominations for the position of CBTF Athlete Rep. The provincial board reps have been asked to verify current emails for athletes 15(+) to participate in an on-line vote for this position. Joanne will get a bio posted on social media for both Chantal Sutton and Alyssa Larade.
- CBTF will create accounts for these athletes for the voting period.
- We need to create a plan prior to the next AGM for an online voting process.
- Joanne thanked the volunteers for their time and dedication to the CBTF Board.

### 4. **Technical Rep Announcements** – please refer to the report submitted.

### 5. **Technical Committee Announcements & Elections** – deferred to the FBM agenda.

### 6. **Motion to destroy election ballots.**

**Motion #AGM17-10** at the conclusion of the online vote for CBTF Athlete Rep, the responses/ballots will be destroyed.

Motion: Jeff Johnson

Seconded: Candy Tedford

Passed - AIF

### 7. **Appointments – 1 year terms:**

- Data Entry Coordinator

**Motion #AGM17-11** to appoint Candy Tedford to the position of Data Entry Coordinator for the 2017/18 term.

Motion: Karen Gratton

Seconder: Theresa Porter

Passed - AIF

- Media Library Coordinator

**Motion #AGM17-12** to appoint Brenda Arsenault- LeBlanc to the position of Media Library Coordinator for the 2017/18 term:

Motion: Beth Swain

Seconder: Lisa Pitre

Passed - AIF

- Office Administrator

**Motion #AGM17-13** to appoint Sue Mephram to the position of Office Administrator for the 2017/18 term:

Motion: Dana Peteleski

Seconder: Karen Gratton

Passed - AIF

**I. Other:**

- a) WBTF Technical Committee Rep and WBTF Judges Committee Rep positions and updates will be deferred to the FBM agenda.

**J. Meeting adjourned** at 10:45am.

**Motion #AGM17-14** to adjourn the 2017 Annual General Meeting.

Motion: Michelle Bretherick

Seconder: Jeff Johnson

Passed - AIF