



2018 CBTF Annual General Meeting Minutes DRAFT

Hilton Doubletree, Regina, SK
Sunday September 9, 2018
Sanction #CBTF-2018-SK-8149
Time: 9:00 am - 11:00 am

A. Call to Order:

The AGM was called to order at 9:10 AM

B. Roll Call

1. Voting Members in attendance:

Joanne Moser, Jeff Johnson, Karen Gratton, Beth Swain, Cindy Dietrich, Michelle Bretherick, Dana Peteleski, Candy Tedford, Nancy Lightheart, Edie Parisian & Maureen Johnson.

Voting Members via GoTo Meeting:

Megan Mariani, Brenda Arsenault, Amy Kalin.

Guests in Attendance:

Theresa Porter, Leisha Strachan, Sara Thibeault, Terry Stewart & Ron Kopas.

2. Identify Voting Members:

A total of 13 voting members are present (not including the President), quorum will be 7.

C. Opening Remarks

1. The CBTF meetings follow Robert's Rules of Order. Minutes will reflect the agenda item outcome and motions; they will not be a transcript of the meeting.

D. Adopt Agenda:

1. Additions to the agenda:
 - i) Item F.1 change "FBM" to "AGM"
 - ii) Item 2.ii Affiliation Fees added
 - iii) Item 2.iii Public Accountant added
 - iv) Item 4.iv Athlete Rep added
2. Motion to Adopt the Agenda with additions:

Motion #AGM18-01

Motion to adopt the agenda with additions.

Motion: Beth Swain

Secunder: Karen Gratton

AIF - PASSED

E. Past Meetings and Announcements:

1. Motion to approve the 2017 AGM Minutes

Motion #AGM18-02

Motion to approve the 2017 Annual General Meeting Minutes.

Motion: Michelle Bretherick

Seconded: Dana Peteleski

AIF - PASSED

2. Ratify Board Actions:

Motion #AGM18-03

Motion to ratify actions of the CBTF Executive Committee, Board of Directors, and Technical Committee – 2017 Fall Conference to Present:

Motion: Jeff Johnson

Seconded: Dana Peteleski

AIF - PASSED

3. Motion to ratify eVotes as passed by the Executive, Board of Directors, and the Appeals Committee (re: Bye Requests) – 2017 Fall Conference to Present

Motion #AGM18-04

Motion to ratify eVotes as passed by the Executive, Board of Directors, and the Appeals Committee for Bye Requests - 2017 Fall Conference to Present

Motion: Jeff Johnson

Seconded: Dana Peteleski

AIF - PASSED

F. Old Business

1. CBTF Sanctioning Procedures and Information Guide (2017 **AGM**/G.2)

Sue had produced offered some revisions at the last AGM for the Sanctioning Procedures Guide. This will be reviewed by the Education Committee during the current term and will be forwarded to the Board for approval.

G. New Business

1. Year-End Reports – distributed with the AGM Agenda:

✓ *Reports included at the time of the AGM*

* *Reports not included at the time of the AGM*

- President – Joanne Moser ✓
- Past-President – Jeff Johnson ✓
- 1st Vice-President – Karen Gratton ✓
- 2nd Vice-President – Beth Swain ✓
- Treasurer – Michelle Bretherick ✓
- Secretary – Cindy Dietrich ✓
- Technical Chair – Dana Peteleski ✓
- Judges' Rep – Amy Kalin ✓
- Coaches' Rep – Maureen Johnson ✓
- Athletes' Rep (Vacant)
- Group Rep – LeeAnn Wilson ✓
- SDP Rep – Sara Thibeault ✓

- 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 – Megan Mariani ✓
- FQBC Provincial Chair – Julie Cushman *
- BNB Provincial Chair – Nadine LeBelle-Dejarlo *
- NS Provincial Chair – Kim Jollimore *
- Data Entry Coordinator – Candy Tedford ✓

Motion #AGM18-05

Motion to accept the board reports submitted.

Motion: Karen Gratton

Second: Jeff Johnson

AIF - PASSED

2. Business Arising From Reports:

i) Sanction Form Format:

The OBTA had some questions regarding sanction reporting requirements. They would prefer and appreciate a digital format/fillable form for sanctions be developed to eliminate the need for paper.

The Education Committee will review the format with our National Sanction Officer and bring recommendations to the board for review.

ii) Affiliation Fees:

Michelle had reviewed the cost of insurance to sanction events which resulted in a 2 phase increase to the price of CBTA Affiliation Fees. The first increase was approved at the 2017 AGM being \$7.50; the recommended increased rate going forward is **\$8.75** for all members excluding "E" Volunteer memberships.

Motion #AGM18-06

Motion to set the Affiliation Fees at \$8.75 per member for the 2018/19 season.

Motion: Michelle Bretherick

Second: Cindy Dietrich

AIF - PASSED

iii) Public Accountant:

The CBTF traditionally appoints members to a Finance Review Committee to save the added costs of a public accountant which would be upwards of at least \$3000.00 annually. We require a motion each year to recognize this procedure.

Motion #AGM18-07

Motion to waive the appointment of a public accountant for the 2018/19 fiscal year.

Motion: Michelle Bretherick

Second: Beth Swain

AIF - PASSED

H. Elections

1. Nomination Committee Report

a. 2019 Nominating Committee Member Appointments:

Thank you to Jeff Johnson, Beth Swain and Cindy Dietrich for volunteering on the 2018 Nomination Committee.

As motioned last year, the nominations received by the prescribed deadline were posted on the CBTF website. The purpose for this new procedure is so that members could be pursued prior to the AGM if vacancies for positions were identified.

Motion #AGM18-08

Motion to appoint Jeff Johnson, Candy Tedford and Edie Parisian as the 2019 nominating committee members.

Motion: Karen Gratton

Secunder: Beth Swain

AIF - PASSED

b. 2018 AGM Election Scrutineers:

None required as nominations were posted in advance.

2. Special Election

None required.

3. Executive Committee Nominations:

a) 1st VP 2018-2020 Term: Karen Gratton

b) Treasurer 2018-2020 Term: Terry Stewart

c) Technical Chair 2018-2020 Term: Dana Peteski

All nominations were reviewed and accepted by the Nomination Committee. As there is only one nomination for each of the positions, these members are declared with no vote required. Congratulations and Thank you!

4. Position Appointments:

a) Data Entry Coordinator

Motion #AGM18-09

Motion to appoint Candy Tedford to the position of Data Entry Coordinator for the 2018/19 term.

Motion: Jeff Johnson

Secunder: Michelle Bretherick

AIF - PASSED

b) Media Library Coordinator

Motion #AGM18-10

Motion to appoint Brenda Arsenault-LeBlanc to the position of Media Library Coordinator for the 2018/19 term.

Motion: Beth Swain

Secunder: Karen Gratton

AIF - PASSED

c) Office Administrator

Motion #AGM18-11

Motion to appoint Sue Mephram to the position of Office Administrator for the 2018/19 term.

Motion: Dana Peteleski

Seconded: Karen Gratton

AIF - PASSED

d) Athletes' Representative

After discussion regarding the vacancy and interested parties for the 2nd year of the 2017-2019 term; the board has confirmed that both Alyssa Larade and Chantal Sutton are willing to fill the role of Athletes' Rep.

Motion #AGM18-12

Motion to appoint both Alyssa Larade and Chantal Sutton as Co-Chairs to the position of Athletes' Representative.

Motion: Edie Parisian

Seconded: Jeff Johnson

AIF - PASSED

Directive:

The Executive is to discuss the responsibilities for the co-chairs and forward a recommendation to the Board for consideration.

I. Other

Karen Gratton shared the design of the contingent pins being awarded this year.

J. Adjourn at 10:10 AM

Motion #AGM18-13

Motion to adjourn the 2018 Annual General Meeting.

Motion: Cindy Dietrich

Seconded: Michelle Bretherick