

**2024 CCAE Annual General Meeting**

**Zoom meeting**

**12:30PM – 1:00 PM ET**

**June 5, 2024**

1. **Call to Order and Adoption of Agenda**
* Julie Davis, Chair of the CCAE welcomes all.
* Motion to call the meeting to order and approve the agenda.

Moved by Sarah Clarke; Seconded by Natalie Cook Zywicki; Carried

1. **Adoption of Minutes of Annual General Meeting – 25 May 2023**
* Adoption of Minutes of Annual General Meeting

Moved by Jo-Ann Campbell-Boutillier; Seconded by Brent Johnston; Carried

1. **CCAE Annual Report, presented by Board Chair Julie Davis, Trent University**
2. **Financial Report, delivered by Finance & Audit Cmt Chair, Brent Johnston, The Country Day School**
* 2022-2023 Audited Financial Statements

Moved by Derek Cassoff, seconded by Tom Meadus; Carried.

* 2023-2024 Year End Statements (30 April 2024)
* Still in draft stage, to be reviewed by Finance & Audit Committee and forwarded to approved auditors.
* Estimated Revenue over Expenditures ~ $42,000.
* Budget had been approved with a $3,000 deficit.
* Management will bring forward recommendations for the use of the surplus funds to the Finance & Audit Committee
* 2024-2025 Operating Budget
* Approved with a 5% membership fee increase; expecting a shortfall in national partner revenue as MBNA is not renewing their partnership, acknowledging pressures facing educational institutions.
* DS CPA Professional CorpChartered Accountants of Smiths Falls, ON. Motion to approve the firm as auditors for FY ending 04-30-24.

 Moved by Tasneem Rahim; seconded by Erin Sargeant-Greenwood; Carried.

1. **Nominating Committee Report and Election of Directors, presented by Derek Cassoff, McGill University**
* 4 Directors, including Derek Cassoff, Hélène Véronneau, Zahra Valani, and Jo-Ann Campbell-Boutillier are at the end of their terms and will be stepping off the board.
* Six board members continuing their terms:
	+ Sarah Clark, Carleton University
	+ Caroline Girard, Université Laval
	+ Paul Lacap, Southern Alberta Institute of Technology
	+ Krishan Mehta, Toronto Metropolitan University
	+ Tasneem Rahim, Bow Valley College
	+ Mark Savenkoff, Algonquin College
* 5 members will be renewing their terms:
	+ Natalie Cook Zywicki, University of British Columbia
	+ Julie Davis, Trent University who will be stepping into the role of Past Chair
	+ Lindsey Fair, University of Victoria
	+ Erin Sargeant-Greenwood, Saint-Mary’s University, who has agreed to stay on for an additional year
	+ And Brent Johnston, The Country Day School, who will shortly become the first person from an independent school to take on the role of Chair of the Board
* CCAE maintains a focus on diversity in keeping with our guiding principles as well as a commitment to ensuring representation on the board from all types of institutions, geographic regions of the country, and the variety of roles of advancement professionals when nominating board directors. The 4 new board directors nominated for this year are:
	+ Temi Akin-Aina, University of Western Ontario
	+ Brendan Dellandrea, Upper Canada College
	+ Dominic Law, Concordia University
	+ Tom Meadus, New Brunswick Community College
* Motion to approve of the list of directors as presented to the members.

Moved by Brent Johnston; seconded by Julie Davis; Carried.

Chair Elect – Brent Johnston, The Country Day School

1. **Other Business**
* No other business brought forward.
1. **Adjournment**