



2023 CBTF Annual General Meeting Minutes

Zoom Video Conference - Saturday September 16, 2023

9:00 AM CDT (MB)

Sanction #CBTF-2023-8222

Note: The minutes will reflect the order of the agenda and not necessarily the order of conversation.

1. Call to Order:

The meeting was called to order at 9:04 AM CDT.

2. Roll Call:

Voting Members in Attendance is 15 - Quorum has been met, majority voting will be 8

Joanne Moser - President

Jeff Johnson - Past President

Karen Gratton - 1st VP

Beth Swain - 2nd VP

Cindy Dietrich - Secretary

Terry Stewart - Treasurer

Dana Peteleski - Tech Chair

Shawna Spencer - Athletes Rep

Candy Tedford - AB Chair

Leslie Switzer - SK Chair

Tammy DeJong - MB Chair

Jennifer Olson - ON Chair

Virginie Stanert - NB Chair (proxy)

Jenna Jemieff - Judges Rep

Maureen Johnson - Coaches Rep

Regrets: Tracy Eyssens - BC Chair

Non-Voting Guests in Attendance:

Sara Mougeot

Brenda Arsenault-LeBlanc

Krista Shewchuk

Deardra Leslie

Stephanie Hewis

Karen Lewall

Jen Meron joined in progress

Candace Boyd

Jodi Gillingham

Roxanne Barbo

Darren Epp

Ray Choy

Kim Genton

3. Opening Remarks & Protocol:

Joanne welcomed and thanked everyone for attending this year's CBTF AGM.

The CBTF has rules within the organization, but when our rules are silent we refer to Robert's Rules of Order.

Joanne noted that although she does have a vote, does not exercise unless there is a tie.

A perennial reminder that we all follow the CBTF communication protocol in that information from meetings be shared with provinces and clubs and that questions or concerns go to the appropriate position up the chain from local, provincial to national.

We have a process in place for proxy representation at our meetings. Protocol requires the appointment of a proxy by recorded vote and notification sent to the CBTF Secretary in advance of the meeting.

4. Adopt Agenda:

- 4.1. *Correct the agenda title from 2022 to 2023.*
- 4.2. *Item 11 belongs on the BOD agenda as these are appointments and not elections.*
- 4.3. *Agenda item 10.3.4 added "Coaches Rep" to Elections.*

Motion AGM23-01

To adopt the agenda as amended.

Moved by: Beth

Seconded by: Dana

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

5. Approval of the 2022 AGM Minutes:

Motion AGM23-02

To adopt the 2022 AGM minutes as presented.

Moved by: Dana

Seconded by: Beth

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

6. Motion to Ratify Board Actions – September 2022 to present:

Motion AGM23-03

To ratify the board actions from September 2022 to present.

Moved by: Terry

Seconded by: Jeff

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

7. Motion to Ratify Board eVotes – September 2022 to present:

Motion AGM23-04

To ratify the board eVotes from September 2022 to present.

Moved by: Karen

Seconded by: Cindy

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

8. Old Business:

8.1. Update on Bylaws & Constitution (Committee: Joanne, Karen & Andrea)

Joanne reported that our ad hoc committee members were tasked with updating the CBTF Bylaws well before we were informed of the changes and requirements that would be imposed on us with the formation of the IBTF. This work has been put on hold until our requirements are made clear so that we are not spending time doing this twice.

Joanne was able to attend the IBTF forum in Liverpool and changes are underway. It looks like we will need to have our corporate documentation refreshed by 2025. It is anticipated that in January 2024 there will be a vote by the WBTF and WFNBTAs boards for both organizations to dissolve and will no longer exist. After that, we will have more information as to what will be expected of us to comply with the IBTF.

This item will remain as old business for next year's meeting.

9. New Business:

9.1. Year-end reports submitted:

- President – Joanne Moser
- Past-President – Jeff Johnson
- 1st Vice-President – Karen Gratton
- 2nd Vice-President – Beth Swain
- Treasurer – Terry Stewart
- Secretary – Cindy Dietrich
- Technical Chair – Dana Peteleski
- Judges Rep – Jenna Jemieff
- Coaches Rep – Maureen Johnson
- Athletes Rep – Shawna Spencer
- Group Rep – Leisha Strachan
 - Challenge Cup letter
- SDP Rep – Sara Mougéot
- Sanction Officer – Sue Mephram
- BTABC Provincial Chair – Tracy Eyssens
- ABTA Provincial Chair – Candy Tedford
- SBTA Provincial Chair – Leslie Switzer
- MBTSA Provincial Chair – Tammy DeJong
- OBTA Provincial Chair – Jennifer Olson
- FQBS Provincial Chair – *Vacant*
- BNB Provincial Chair – Daniel Babineau (acting chair)
- NS Provincial Chair – *Vacant*
- WBTF Board – Joanne Moser
- WBTF Technical – Maureen Johnson

- WBTF Judges – Jenna Jemieff
- Data Entry Coordinator – Candy Tedford
- Media Library Report – Brenda Arsenault-LeBlanc
- National Competitions (NCQ & Canadian W/C) – Jeff Johnson
- Contingent Team Manager – Steven Kopas & Nancy Lighthouse
- Education Committee Report – Dana Peteleski
- Marketing & Communication Committee – Karen Gratton

9.2. Business Arising from Board Reports:

Reports received were circulated in advance with the agenda.

Recommendations noted in the reports include:

- Canadians Report (5)
- NCQ Report (4)
- Past President (2)
- Tabulation (3)
- Contingent Team Manager

The Past President’s report noted that our Policy Manual currently does not identify what the nomination committee should be announcing either during the nomination period or after it closes.

Jeff reported that this year’s nomination committee met and had decided to announce the nominees after the period closed. This information was sent to provincial chairs to be shared with their boards.

Going forward the committee would like to see that nominees are announced to the board at the close of the nomination period and have this added to our Policy Manual.

Motion AGM23-06

To update the CBTF Policy Manual to specifically include that the Nominating Committee report the nominees to the board at the close of the nomination period.

Moved by: Jeff

Seconded by: Karen

In Favour 14 Opposed 0 Abstain 0 Absent 1 Carried

Cindy wanted a clarification from Jeff with regards to website revenue reported (up to 132.03 from 78.85 last year). Jeff explained that we receive revenue through “clicks” on the website advertising, not through any forms of social media.

The remainder of recommendations contained in the reports pertain to the board and will be discussed during the BOD meeting.

9.3. Motion to Accept Year End Reports:

Motion AGM23-05

To receive and file the year end reports as submitted.

Moved by: Jeff

Seconded by: Karen

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

9.4. Finance:

9.4.1. Year End Report (April 2022 to March 2023):

Terry reviewed information in his report noting that the CBTF incurred a net loss of \$7,109.17; mostly due to national competitions. Items lessening the loss included a transfer of \$10,000.00 from event reserves along with the national and international meetings being held via Zoom instead of in person.

Our total equity is \$157,800.34 which includes the reserve funds.

The balance of \$365.00 in the insurance reserve was depleted to reduce our insurance premiums payable.

The 2023-24 CBTF insurance premiums are \$14,197.68.

9.4.2. Finance Committee recommendations – none put forward.

9.4.3. Motion to waive appointment of public accountant:

Revenue Canada allows our corporation to have an internal review committee as opposed to hiring a (very costly) public accountant.

Motion AGM23-08

I move that CBTF waive the appointment of a public accountant, as required under the Canada Not-For-Profit Corporations Act for the 2023/24 fiscal year.

Moved by: Terry

Seconded by: Jeff

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

9.4.4. Affiliation Fees:

Terry reported that we are required to pay the CBTF insurance premiums by the end of June each year so that the policy is in place prior to August 1st each year as club's require certificates to book facilities.

Affiliation fees are assessed annually to directly offset this expense.

The current assessment fee of \$10.50 (per membership not including E memberships) will need to be raised to \$11.94 this year to cover this expense.

Motion AGM23-07

To accept the membership affiliation fee of \$11.94 per regular member for the 2023/24 season.

Moved by: Terry

Seconded by: Beth

In Favour 14 Opposed 0 Abstain 0 Absent 1 Carried

Annual appointments for the finance committee members take place at the BOD meeting.

10. Elections: 2023 Election Committee members Jeff, Dana & Karen

Jeff reported that in his capacity of Past President, he contacts all of the incumbents to see if they are willing to let their name stand again and also publish the call for nominations, deadlines and nomination forms.

If there are multiple nominees for the Coaches' Rep position, they are voted on by the **coaches** and similarly the Judges' Rep position voted on by the **judges**.
Voting or acclamation of Executive positions happens at the AGM.

If there is only one name for any given position, that member is acclaimed and no vote is required. Jeff also noted that if there were no nominations received by the deadline, we would accept nominations from the floor and had there been multiple nominations received, we would hold an election.

10.1. CBTF Executive Committee – 2 year term 2023-2025:

- President – Joanne Moser incumbent
- 2nd VP – Beth Swain incumbent
- Secretary – Cindy Dietrich incumbent

10.2. Special Election Nominees – *none this year*.

10.3. CBTF Technical Committee - 2 year term 2023-2025

- 10.3.1. SDP Rep – Sara Mougeot incumbent
- 10.3.2. Sanction Officer – Sue Mephram incumbent
- 10.3.3. CBTF Group Rep – Leisha Strachan incumbent
- 10.3.4. CBTF Coaches Rep** – Maureen Johnson nominated
- 10.3.5. CBTF Judges Rep*** – Kim Genton nominated

Motion AGM23-09

To acclaim the following members to the positions as listed for a 2 year term from 2023-2025:

President – Joanne Moser
2nd VP – Beth Swain
Secretary – Cindy Dietrich
SDP Rep – Sara Mougeot
Sanction Officer – Sue Mephram
CBTF Group Rep – Leisha Strachan
CBTF Coaches Rep – Maureen Johnson
CBTF Judges Rep – Kim Genton

Moved by: Jeff
Seconded by: Karen

In Favour 14 Opposed 0 Abstain 0 Absent 1 Carried

* added 10.3.5 during the meeting with no objection by members.

Congratulations and sincere thanks to these members who volunteer their time for us at the national level.

11. ~~Appointed Positions:~~ Moved to the BOD meeting agenda.

~~11.1. Review terms for appointed positions:~~

~~11.2. Appointments:~~

- ~~— WBTF Judges~~
- ~~— WBTF Technical Committee Rep~~

12. CBTF Paid Positions – 1 Year Term 2023/24

12.1. Data Entry Coordinator:

Candy had given consent to fill this position, no other names were put forward.

Motion AGM23-10

To appoint Candy Tedford as the CBTF Data Entry Coordinator for 2023/24.

Moved by: Terry
Seconded by: Jeff

In Favour 14 Opposed 0 Abstain 0 Absent 1 Carried

12.2. Office Administrator:

Sue has given consent to fill this position, no other names were put forward.

Motion AGM23-11

To appoint Sue Mepham as the CBTF Office Administrator for 2023/24.

Moved by: Karen

Seconded by: Beth

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

13. 2024 Election Committee Member Appointments:

Joanne called for volunteers to serve on the 2024 Election Committee. Along with the Past President, 2 additional members are required. Joanne also noted that anyone on the board may put their name forward.

Motion AGM23-12

To appoint the following members as the 2024 Nominating Committee:

Jeff Johnson

Beth Swain

Cindy Dietrich

Moved by: Karen

Seconded by: Tammy

In Favour 14 Opposed 0 Abstain 0 Absent 1

Carried

14. Other:

Joanne took this opportunity to offer sincere thanks and appreciation to the volunteers who had dedicated their time and talent to the CBTF this past year, it's a lot of work that we undertake but done for the love of the sport.

Special thanks goes out to Shawna Spencer who is retiring from the position of CBTF Athletes' Rep and has done an outstanding job bringing the voice of the athletes to the national body. We're pleased to see you will still be active in the sport.

Dana, on behalf of the CBTF Technical Committee, acknowledged Jenna Jemieff, our outgoing CBTF Judges' Rep for all of her work in this role.

15. Adjourn:

The AGM was adjourned at 10:00 AM CDT

Motion AGM23-13

To adjourn the 2023 CBTF Annual General Meeting.

Moved by: Shawna

Seconded by: Jeff