

# **CENTENNIAL COLLEGE ALUMNI ASSOCIATION**

## **ANNUAL GENERAL MEETING**

**MINUTES OF THE ANNUAL GENERAL MEETING OF** Centennial College Alumni Association held in the Winter Room, Centennial College Event Centre at 937 Progress Avenue, Toronto, Ontario and Zoom teleconference on Saturday, July 9, 2022 at 9:00 a.m.

With the consent of all in attendance and no objections noted, Jason E. Robinson, Solicitor with Sport Law & Strategy Group presided as the Chair of the meeting. All present were welcomed and the head table was introduced as follows:

Present:	Amy Sit	-	Chair
	Carla Reid	-	President
	Justin Lim	-	Vice President
	TJ Taylor	-	Director of Marketing
	Andrea Harper	-	Secretary
	Jeam Hewitt	-	Director at Large
	Alex Taraiev	-	Director at Large
	Frincess Arbour	-	Director at Large
	Colette Cameron	-	Director at Large
	Jecema Hewitt-Vasil-	-	Director at Large
	Laura Morra	-	Director at Large
Staff:	Vicki Miwa Hansen	-	Senior Alumni Officer
	Connie Beatley	-	Office Administrator
	Hilary Pryce	-	Alumni Officer
By Invitation:	Jason E. Robinson	-	Sport Law & Strategy Group
	Karthik Selvakumar	-	Recording Secretary, MinuteTakers Inc.

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### **1. WELCOME and CEREMONIAL PRESENTATION**

Amy Sit welcomed all in attendance and thanked everyone for taking the time to come to the meeting.

### **2. ANNOUNCEMENT OF QUORUM and CALL TO ORDER**

It was confirmed that a quorum was present either in person or by proxy with 46 in person and 45 by proxy for a total of 91 members represented and that the meeting could therefore be properly constituted for the transaction of business. The meeting was duly called to order at 9:21 a.m.

### **3. DECLARATION OF CONFLICT OF INTEREST**

No conflicts of interest were declared.

4. **APPROVAL OF THE AGENDA**

The Chair advised the members of the agenda for the meeting and requested any errors or omissions from the agenda. There being no errors or omissions noted, it was:

**“Resolved that the agenda be approved as presented.”** Motion carried.

5. **MINUTES OF THE LAST ANNUAL GENERAL MEETING**

The Chair advised the members that the Minutes of the last Annual General Meeting held on June 26, 2021 were provided with the Notice of the Annual General Meeting. There being no errors or omissions noted, it was:

**“Resolved that the Minutes of the last Annual General Meeting of the Centennial College Alumni Association held on June 26, 2021 be dispensed with and that they be adopted and verified as presented.”** Motion carried.

6. **MINUTES OF THE SPECIAL GENERAL MEETING**

The Chair advised the members that the Minutes of the Special General Meeting held on August 21, 2021 were provided with the Notice of the Annual General Meeting. There being no errors or omissions noted, it was:

**“Resolved that the Minutes of the Special General Meeting of the Centennial College Alumni Association held on August 21, 2021 be dispensed with and that they be adopted and verified as presented.”** Motion carried.

7. **PRESIDENT’S REPORT**

Carla Reid, President, delivered an update on the previous year’s activities with highlights noted as follows:

- (a) *Appreciation* – C. Reid thanked members to taking the time to attend the meeting.
- (b) *Gift Card Initiative* – C. Reid thanked the Board and Management for their involvement for the gift card initiative taken this year. Wal-Mart gift cards, gas cards, and various other gift cards were provided for the alumni that applied. Every alumnus that applied received a gift card.
- (c) *Website* – A new feature was launched on the website and several items were updated including an alumni information session, virtual bingo, trivia games, etc. There was significant increase in social media engagement and several alumni helped promote events online to ensure the success of the events.
- (d) *Alumni Scholarship Program* – C. Reid briefed those in attendance on the alumni scholarship program and realized the importance of the scholarship program to current and future alumni.

- (e) *Fiscal Year* – The CCAA remains in good financial standing and has successfully supported the community through a robust donation program, partial scholarship and tuition funding, supporting various Centennial College initiatives, etc. up to date on business responsibilities, up to date on by-laws.
- (f) *Future Initiatives* – The CCAA will continue to support alumni, plan and host exciting events and develop valuable resources to engage and stay connected with alumni both in Canada and internationally. Alumni are encouraged to stay connected, ask questions and to promote the importance of building a strong alumni base. C. Reid thanked several past Board members and those who have supported the CCAA throughout the years.

**“Resolved that the Presidents’ Report be approved as presented.”** Motion carried.

## 8. **TREASURER’S ANNUAL REPORT**

Alex Taraiev, delivered a financial update for the fiscal year ending March 31, 2022 with highlights noted as follows:

- 8.1 **Audited Statements** – The audit for 2021-2022 is in the process of being completed. Alumni who would like to obtain a copy of the audited financial statements are requested to liaise with the Alumni office.
- 8.2 **2022-2023 Budget** – Alex Taraiev, Treasurer, provided an update regarding the budget for Revenue and Expenses for 2022-2023 with highlights noted as follows:
  - (a) *Operating Expenses* – The CCAA continues to be mindful of the financial impacts of the COVID-19 pandemic and this is reflected in the projected operating budget.
  - (b) *Student Fees Revenue* – The budget is set at \$111,500. Student resignation may impact student fees collected.
  - (c) *Frames Revenue* – An amount of \$12,000 has been budgeted for frames revenue.
  - (d) *Special Events Revenue* – The budget was set at \$3,000.
  - (e) *Interest & Other Income* – The budget was set to \$3,000.
  - (f) *Insurance* – The budget was set at \$2,500. It was noted that insurance costs have increased significantly in recent years.
  - (g) *Occupancy Costs* – A budget of \$17,000 was set for occupancy costs, which is \$3,000 more than last year. In response to a query, it was explained that occupancy costs relate to the office that the CCAA rents in the Student Centre.

- (h) *Events* – The budget was set at \$36,000.
- (i) *Donations* – An amount of \$29,500 has been budgeted for donations. An overview of the manner by which alumni of the College can apply for donations was provided.
- (j) *Board Expenses* – The budget was set at \$20,000.
- (k) *Website/Marketing* – The budget was set at \$30,000. It was noted online and social media engagement has significantly increased in the past year.
- (l) *Diploma Framing* – The budget was set at \$6,000.
- (m) *Staff* – In response to a query, clarification regarding the budgeted amount of \$25,500 was provided.

8.3 **Discussion** – The floor was then opened for questions.

- (a) *Board Member Meetings & Strategic Planning Expenses* – A member inquired whether the costs for Board member meetings and strategic planning expenses were justified and inquired upon the specifics of the expenses. **Response:** A. Taraiev stated that the strategic planning meeting occurs once a year in person and is a vital part to determining the direction for the Board to serve the alumni association. The Board meeting expenses pertain to stationary, printing, and other administration related expenses.
- (b) *Income & Expenditures* – A member inquired whether the income received and expenditures related are in line with the organization's objective. **Response:** A. Taraiev noted that the Board aims to minimize expenditure as much as possible; however, the CCAA is a not-for-profit organization and aims to serve the members of the organization, not to create a profit. Items such as frames revenue will be used to serve the alumni members with the use of events, etc.

9. **AUDITED FINANCIAL STATEMENTS FOR 2021-2022**

- 9.1 **Appointment of Auditors** – On a Motion by A. Taraiev and seconded by J. Huang, it was:

**“Resolved that the firm of Hilborn LLP be re-appointed as the Association’s Auditor for the fiscal period ending March 31, 2022, to hold office until the close of the next Annual General Meeting and that the Board of Directors be authorized to fix the Auditor’s remuneration.”** Motion carried as evidenced by a show of hands (16 votes by Zoom, 2 in person for 18 total votes in favour).

- 9.2 **Appointment of Auditors** – On a Motion by A. Taraiev and seconded by J. Huang, it was:

**“Resolved that the firm of Hilborn LLP be appointed as the Association’s Auditor for the fiscal period ending March 31, 2023, to hold office until the close of the next Annual General Meeting and that the Board of Directors be authorized to fix the Auditor’s remuneration, and the Board shall bring forward two additional quotations from professional accounting organizations for the members to consider at the next Annual General Meeting.”** Motion carried as evidenced by a show of hands (91 voters representing 151 total votes; 107 in favour, 32 against).

- 9.3 **Discussion** – The floor was then opened for questions.

- (a) *Election of Auditor* – Woody Brown inquired upon the re-appointment of the auditor when documents were not prepared in time for the Annual General Meeting. Melvin John supported the argument and inquired whether the Board has looked into comparable auditors. Janice Gordon suggested the appointment of an auditor be withheld until the Board obtains three quotations and completed sufficient due diligence. Jain Huang inquired whether there is an increase in audit fees for the current fiscal year. **Response:** A. Taraiev stated that the Board had completed all due diligence in the appointment of an auditor, obtained various quotations, and noted that the current auditor is familiar with the financials of the CCAA. Auditors have increased their fee structure for a range between 10% and 20%. The budgeted amount is reflected with inflation and a projection of increase. The audited financial statements were not completed on time due to information provided late to the auditor. Information requested from BDO and Centennial College were not received in time and as a result, not prepared in time for the Annual General Meeting. The Board, however, is in favour of obtaining three quotations at the next Annual General Meeting so the alumni is satisfied with the appointment of an auditor.

## 10. **ELECTION OF DIRECTORS**

The Chair informed the member that under the provisions of the By-Laws, five (5) Directors are to be elected to the Board of Directors this year as follows:

- One (1) President for a two-year term
- One (1) Secretary for a two-year term
- Three (3) Directors at Large, each for a two-year term

Eligibility requirements and an outline of each position was included in the Annual General Meeting package in advance.

- 10.1 **Appointment of Scrutineers** – Simply Voting has been appointed as scrutineers for the meeting. The director election results will be confirmed by the Chair.

10.2 **Nominations** – The following persons had each previously indicated their intention to stand as candidates for election to the Board of Directors:

- Justin Lim, Michelle and Carla Reid for the position of *President*
- Jecema Hewitt-Vasil and Carla Reid for the position of *Secretary*
- Randine Fogarthy, Jain Huang, Melvin John, Laura Morra, Hilary Price, Janine Soliva and Denise Wolka for the position of *Director at Large* (three positions available)

As it was apparent that no nominations would be given from the floor, the Chair requested a Motion to close nominations. On a Motion by J. Gordon and seconded by J. Huang it was,

**“Resolved that nominations be closed”**. Motion carried as evidenced by a show of hands.

The nominees were then given the opportunity to introduce themselves.

10.3 **Election Results** – After the ballots were cast and tallied, it was declared that the below noted individuals had been elected as Directors of the Corporation by majority vote, each to hold office as noted below or until their successors are duly elected or appointed.

- Justin Lim as the Board President for a two-year term
- Jecema Hewitt-Vasil as the Secretary for a two-year term
- Hilary Price, Laura Morra and Randine Fogarthy as Directors at Large, each for a two-year term

## 11. **ADJOURNMENT OF MEETING**

There being no further business brought before the meeting, the Chair requested a Motion to conclude the meeting. On a Motion by J. Lim of and seconded by J. Huang it was:

**“Resolved that the Annual General Meeting of Centennial College Alumni Association be concluded.”** Motion carried.

The meeting was concluded at 12:34 p.m.

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President – C. Reid

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