

CONFERENCE OF DEFENCE ASSOCIATIONS (CDA)**MINUTES OF THE ANNUAL GENERAL MEETING**

Wednesday, 21 February 2018, 1400hrs

99 Bank St., Suite 200, Office, Ottawa, Ontario

CDA & CDA Institute Executive	
Chair, CDA	VAdm Denis Rouleau (Ret'd)
Chair, CDA Institute (ex officio)	MGen Daniel Gosselin (Ret'd)
Vice-Chair, CDA	LGen Guy Thibault (Ret'd)
Vice-Chair, CDA	VAdm Ron Buck (Ret'd)
CDA Regular Members	
CF Communications and Electronics Association	Jeff Holt
CF Logistics Association	John Page Mike Boomer
Canadian Infantry Association	William Kedziora
Canadian Military Engineers Association	Dave Carney David Burke
Canadian Military Intelligence Association	Andrea Siew
Electrical and Mechanical Engineers Association	Peter Holt
Naval Association of Canada	Barry Walker
Navy League of Canada	Harry Harsch Maria Granados
Royal Canadian Air Force Association	Dean Black
Royal Canadian Armoured Corps Association	CWO Clarence Layne (Ret'd)
Royal Canadian Artillery Association	Peter Williams LCol Leon Jensen LCol Robert Elliott
Royal Canadian Dental Corps Association	Richard Groves
Royal Canadian Legion	Carolyn Gasser MGen Richard Blanchette (Ret'd)
Royal Canadian Medical Services Association	Maurice Beauchamp
Canadian Military Police Association	Absent
CDA Associate Members	
Canadian Corps of Commissionaires	Darren Hill Harry Harsch
Institut Militaire de Quebec	Maj Mick Bioletti
NATO Association of Canada	Julie Lindhout
Royal Canadian Military Institute	Michael Hoare Eric Morse
Edmonton United Services Institute	Grant Cree
Lethbridge United Services Institute	Glenn Miller
Cda Assn of Former Def Attaches	Tony Battista
CDA Secretariat	
Executive Director, CDA & CDA Institute	BGen Matthew Overton (Ret'd)

Treasurer, CDA & CDA Institute	Pierre Désautels
CDA Association Outreach, Secretary	Sean McGrath
Guest Speakers	
Vice Chief of Defence Staff	LGen Alain Parent
ADM Strategic Oversight & Communications, VAC	Ms Charlotte Bastien

Chair's Opening Remarks

1. The Chair, VAdm Denis Rouleau (Ret'd), opened the meeting by welcoming all those present.

Approval of Agenda

2. The agenda for the CDA AGM meeting was reviewed and approved.

Recognition of Quorum

3. Notice of the meeting having been given to all members and a quorum of members being present, the Chair declared the meeting to be duly constituted for the transaction of business.

Approval of Minutes of Previous Meeting

4. Motion 1: Motion to Amend: It having been noted that the minutes of the previous meeting were incorrect and on a motion being duly made, seconded, and unanimously carried, it was resolved that the minutes of the previous AGM meeting of 15 February 2017 be amended to record the presence of Dan Eustace of RCMI at the meeting.
5. Motion 2: Motion to Approve: On a motion being duly made, seconded, and unanimously carried, it was resolved that the minutes of the previous AGM meeting of 15 February 2017 be approved subject to the amendment at motion 1.

CDA Report (CDA Chair)

6. The Chair described the history and the continuing evolution of the CDA and its relationship with DND. He discussed the mutual dependence of the CDA and the CDA Institute, and importance of maintaining effective links between the two. He spoke of a continuing need for outreach and effective interoperation with CDA member associations, and emphasized the importance of an effective, two-way use of the CDA network. He concluded by suggesting there might be a benefit to associations getting together more often than once a year in order to allow time for more effective joint planning.

Motion 3: Election of Incumbents of CDA Executive Committee for 2018-2019

7. On motion duly made, seconded, and unanimously carried, the following incumbents were elected to serve as members of the CDA Executive Committee for 2018-2019:
 - a. Chair of the CDA: VAdm Denis Rouleau (Ret'd);
 - b. Vice-Chairs of the CDA:
 - i. VAdm Ron Buck (Ret'd);
 - ii. LGen Charles Bouchard (Ret'd);
 - iii. LGen Guy Thibault (Ret'd);
 - iv. BGen Gaston Côté (Ret'd).

CDA Institute Report (CDA Institute Chair)

8. The Chair of the CDA Institute provided an update on recent changes in governance with respect to board size and committee structure. He reviewed current efforts regarding revenue generation and outlined some of the processes that had been used to select winners for the Vimy, Ross Munro and Goddard awards. He described the search and hiring process that had been employed to select

our new Executive Director, and reviewed current efforts in place to review and update the CDA Institute business case. Finally, he talked about the continuing importance of recruiting Board members with relevant experience and qualifications in defence, and stressed the interest that he shared with his CDA counterpart in improving engagement with and the effective working relationship between the Institute and the CDA.

CDA & CDA Institute Executive Director Report

9. The Executive Director described the CDA and the CDA Institute as two interrelated but distinct and separate entities, emphasizing the importance of communication between the CDA and the Institute, and also outwards from the CDA to the Associations. He stressed the great importance of continuing outreach and collaboration, and talked about the ongoing efforts to build an effective national office team, capable of renewing the relationship with the associations and of developing the CDA's mandate. In the case of the CDA his biggest priority was to develop and demonstrate the active use of the potential which is implicit in the CDA as a network; while in the Institute his emphasis was on developing and deploying an effective, functioning team that could deliver a relevant and timely analysis and commentary on security and defence issues, an output that could position the Institute as an influential voice and consequently a strong competitor for DND funding.

Treasurer Report

10. The Treasurer briefly presented the highlights of the Statement of Operations of the CDA for the period of 1 April 2017 to 31 December 2017, a Statement of Financial Position as of 31 December 2017, the reviewed Financial Statement as of 31 March 2017, and the draft operating budget for 2018-2019. There ensued some discussion about the availability of DND funding grants and about the need for the CDA to activate its network, including its member associations, to help sell its position and compete for grants.

Motion 4: Approval of Reviewed Financial Statements

11. On a motion duly made, seconded, and unanimously carried, the reviewed CDA Financial Statements as of 31 March 2017, were approved.

Motion 5: Approval of Meeting Expenses

12. After some discussion about the extent and nature of meeting expenses, a motion was duly made, seconded, and unanimously carried, and it was resolved that the expenses for the AGM meeting be approved.

Motion 6: Appointment of the Reviewer

13. On a motion duly made, seconded, and unanimously carried, Mr. Gary Smith was appointed to conduct a review of the Conference of Defence Associations' financial statements for the accounting year ending on 31 March 2018.

CDA Motions

14. **Motion 7: Motion to Approve the Membership of New AMAs:** After review of a list of current and proposed AMAs, it was moved, seconded, and unanimously carried that membership of The Centre for International and Defence Policy (CIDP) and The Canadian Association of Former Defence Attaches (CAFDA) be formally approved, and that they be included among the list of CDA AMAs.
15. **Motion 8: Motion to Propose a Renewal of Relationships and Responsibilities for the CDA:** After considerable discussion about relationships, respective responsibilities, communications models, value propositions, funding, and dues structures; it was agreed that there was need for a more thorough discussion of relationships and responsibilities than was possible during an annual AGM meeting. On a motion being duly made, seconded, and unanimously carried, it was resolved that a functional and organizational review of the CDA will be conducted by the National Office on behalf of, and with the support of, the Association-members. This review is to be complete no later than

30 November 2018 and a mature proposal provided at that time to the Association-members for review and approval at the 2019 AGM, or, if possible, at a special AGM convened at an earlier date for that purpose. The proposal will include at a minimum:

- a revised or validated statement of CDA mission and role,
- a description of the CDA value proposition,
- the desired operating relationship between and among the CDA and its Association-members, including activities to be undertaken by both the National Office and Association-members, and
- an outline funding model appropriate for the activities proposed including a dues structure for Association-members.

Motions from Members

16. There were no further motions from members

Association Reports

17. A number of association reports had already been received and distributed. Several other associations presented their reports verbally at the meeting.

Motions from the Floor

18. There were no motions from the floor.

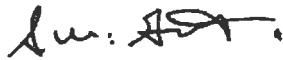
Motions from Members

19. There were no further motions from members

Adjournment

20. There being no further business, the Chair asked for a motion of adjournment.

21. Motion 9: Motion for adjournment: On a motion being moved, seconded, and unanimously carried, the Chair thanked all for their participation and attendance, and declared the meeting adjourned.



Sean McGrath
Secretary



Matthew Overton
Executive Director



VAdm Denis Rouleau (Ret'd)
Chair