



Minutes, CDA Annual General Meeting of 11 Feb, 2019

Reference: A. 4230-04(SM), Agenda, AGM, 2019, 1 Feb 19
 B. 2161-01(SM), Op RENEW Project Recommendation, V3.0, 1 Feb 19

Introduction

- The meeting was announced and scheduled at ref A, and was held 11 Feb 19 in the KPMG offices, 18th floor, 151 Elgin St., Ottawa, ON. Attendees were as follow:

CDA Chair	Denis Rouleau
CDA Vice-Chair	Guy Thibault
CDA Executive Director	Matthew Overton
CDA Association Outreach	Sean McGrath
CDA Treasurer	Valerie Aji
CF Communications and Electronics Association	BGen (R) Paul Rutherford
CF Logistics Association	John Page
Canadian Infantry Association	Bill Kedziora
Canadian Military Engineers Association	Richard Dickson
Canadian Military Intelligence Association	Col (R) Steve Desjardins
Electrical and Mechanical Engineers Association	Peter Holt
Naval Association of Canada	David Soule
Navy League of Canada	Harry Harsch
Royal Canadian Air Force Association	Dean Black
	Col (R) Terry Chester
Royal Canadian Armoured Corps Association	Luc Petit
Royal Canadian Artillery Association	Leon Jensen
Royal Canadian Legion	MGen (R) Richard Blanchette
Royal Canadian Medical Services Association	Maurice Beauchamp
Canadian Corps of Commissionaires	Harry Harsch
The Merchant Navy Commemorative Theme Project	Stephen Ouellette
Royal Canadian Military Institute	Eric Morse
Royal United Services Institute of Vancouver Island	Chris Kilford
Edmonton United Services Institute	Capt Craig Peterson
	Capt Grant Cree
Lethbridge United Services Institute	Glenn Miller
Can Assn of Former Def Attaches	Tony Battista

Objective

- The meeting had several objectives, including the following:
 - Elect incumbents of the CDA Executive Committee for 2019-20;
 - Review and approve the financial report and the budget for FY 2019-20;
 - Approve meeting expenses;
 - Approve appointment of a financial reviewer;
 - Review any prospective new AMAs;
 - Discussion of joint RCL/CDA/CDA Institute partnering initiative;

- Discussion of Op RENEW Project Recommendations;
- Discussion of business arising from association annual reports and any motions from members; and
- Scheduling of follow-on meetings.

Discussion

3. Chair's Opening Remarks: The Chair, VAdm (Ret'd) Denis Rouleau opened the meeting by welcoming all those present.
4. Approval of Agenda: The agenda for the CDA AGM meeting was reviewed and approved.
5. Recognition of Quorum: 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.
6. Approval of Minutes of Previous Meeting: On a motion being duly made, seconded, and unanimously carried, it was resolved that the minutes of the previous AGM meeting of 21 February 2018 be approved.
7. CDA Report: The CDA Chair described the current status of the CDA, including progress made in improving outreach, and the need for continuing efforts to improve engagement with and participation with the member associations.
8. Motion 3: Election of Incumbents of CDA Executive Committee for 2018-2019: On motion duly made, seconded, and unanimously carried, the following incumbents were elected to serve as members of the CDA Executive Committee for 2019-2020, subject only to the understanding that the term of some of the existing vice-chairs was approaching completion, and the Executive Committee will be initiating action to identify replacements and put them in place:
 - a. Chair of the CDA: VAdm Denis Rouleau (Ret'd);
 - b. Vice-Chairs of the CDA:
 - VAdm Ron Buck (Ret'd);
 - LGen Charles Bouchard (Ret'd);
 - LGen Guy Thibault (Ret'd); and
 - BGen Gaston Coté (Ret'd).
9. CDA Institute Report: The CDA & CDA Institute Executive Director spoke on behalf of the CDA Institute Chair, summarizing recent changes and developments within the CDA Institute, including the selection of three new Institute directors, the continuing process to review and improve Institute finances, and the process being initiated to replace the Institute Chair on completion of his term next summer. He described the relationship being developed with the Balsillie School of International Affairs to replace the Graduate Student Symposium with a new and improved E3 (Engage, Exchange, Educate) format to be kicked off in May at the University of Waterloo. He concluded by announcing the selection of Dr Youri Cormier as the new Executive Director, to replace Matthew Overton end-Feb.
10. CDA & CDA Institute Executive Director Report: The Executive Director described the recent changes in CDA Secretariat staff (ie: appointment of Marta Skowerska as our new Ops Co-ordinator, and Valerie Aji as our new Financial Officer & Treasurer), and the continuing evolution and improvement of association outreach (Including quarterly Member Meetings, a new website with twitter feed and events calendar, a monthly Outreach Newsletter, improved co-ordination with the weekly CDA Institute *What's New*, and multiple outreach projects like the member survey). He summarized the current status of Op RENEW and the prospective joint advocacy partnering agreement with RCL (Both described below), and outlined the increased CDA emphasis on both doing and being seen to do advocacy through measures like the teaming with partners like RCL and regular and visible attendance at parliamentary committees.
11. Treasurer Report: The Treasurer presented the Statement of Operations of the CDA for the period of 1 April 2017 to 31 December 2018, a Statement of Financial Position as of 31 December 2018, and the draft operating budget for 2019-2020. The projected operating deficit was acknowledged, and it was agreed that the organization must put an emphasis on making itself financially whole, including

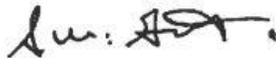
reconsideration of the organizational split between CDA and CDA Institute and some consideration of an attempt to access alternate sources of revenue to augment member dues. There was considerable discussion about a perceived lack of clarity about cash flows between CDA and the CDA Institute and, on a motion duly made, seconded, and unanimously carried, the reviewed CDA financial statements were approved, subject to a requirement that future financial reports present a more complete picture of not just CDA revenues and expenditures, but also of the relationship between CDA and CDA Institute finances, especially as regards monies owed between the two organizations and respective costs and revenues for the annual conference.

12. Approval 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 to a maximum of \$750.
13. Appointment of the Reviewer: 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 2019.
14. Approve of New AMAs: There being no prospective new AMAs, there was no need for a vote to approve new members.
15. Joint RCL/CDA/CDA Institute partnering initiative: MGen (R) Richard Blanchette spoke as the Chairman of the Defence & Security Committee, Royal Canadian Legion (RCL) to describe a partnering initiative being developed among RCL, CDA, and CDA Institute to improve definition and understanding of the services required in support of veterans. This project is still in early stages; and the details of funding, responsibilities, and forms of collaboration are still being defined; but it shows great promise as an example of the kind of advocacy and partnering that will allow the CDA and its member associations to provide real value. Col (R) Terry Chester (RCAFA) noted that this is similar to an initiative being developed within the AFA by his association, and expressed his support. MGen Blanchette indicated that further information would be provided as the project developed.
16. Op RENEW Project Recommendations: The Op RENEW Project Recommendations were discussed:
 - a. Op RENEW Implementation Proposal: On a motion duly made, seconded, and unanimously carried, it was agreed that the Op RENEW project recommendations would be implemented as suggested in the Project Recommendation document (Ref B):
 - The different implementation tasks will be broken down and assigned into four groups (Secretariat plus three working groups (WG): Advocacy, Best Practices, and Resources and Revenue)(See Annex C at Ref B);
 - Each CDA member association will be asked to designate one member as their Op RENEW implementation point of contact (POC);
 - Each CDA member association will also be asked to nominate one or more members to serve on one or more of the four implementation WG, ideally with their OP RENEW implementation contact point as one of these individuals;
 - The separate WG will select group leadership, establish schedules and priorities, and begin work to address their group tasks. WG will be supported and assisted as much as possible by the CDA Secretariat, but the leadership and initiative will lie with the individual WG;
 - A series of semi-annual implementation review meetings to be convened in the style of the teleconferenced Member Meetings held over the past year. These meetings will review progress and provide further direction/decisions as seen necessary. The first meeting will be scheduled for mid-September 2019, and will provide a particularly important initial test of the success of RENEW implementation efforts.
 - This initiative will only work if it has genuine and broad-based support;
 - Associations should begin now to organize for these WG, with nominations due in to the secretariat by end-Mar, WG to be up and running by Apr, and an implementation progress review meeting to be held mid-Sep;
 - As part of their deliberations, WG should cross-check with similar organizations like AUSA for suggestions and ideas.

- b. Op RENEW Operating Budget and Dues Structure Proposal: There was some discussion about the inequality of the current dues structure, but it was decided to leave it as is pending review and recommendation by the Op RENEW Implementation WG on Resources and Revenue. After considerable discussion it was decided, on a motion duly made, seconded, and unanimously carried, that the current dues structure would remain unchanged pending review and recommendations by the Op RENEW WGs.
17. Association Reports: Association annual reports had been previously distributed and were available in the Archive section of the CDA website. All members were encouraged to review the Annual Reports.
18. Motions from Members: There were no further motions from members.
19. Motions from the Floor: There were no motions from the floor.
20. Scheduling of follow-on meetings:
- Association nominations for RENEW Implementation POC and RENEW Implementation WG members are due in to the Secretariat by end-Mar;
 - The Secretariat will collate nominations and send listings out to member associations by 4 Apr;
 - Individual WG should organize their groups and begin meeting as early as possible in Apr;
 - An Op RENEW Implementation Review meeting will be held 19 Sep;
 - Quarterly Member Meetings will continue, although they may be harmonized as required with RENEW Implementation review meetings . Member Meeting 19-1 will be scheduled for the week of 10 Jun.

Adjournment

21. 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