

Southwestern Ontario Chapter of the  
International Society of Certified Employee Benefit Specialists  
**Minutes for the 2018 Annual General Meeting**  
Thursday, November 21, 2018 – 1:00 p.m.  
425 Bingham Centre Dr, Kitchener, Ontario

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**In Attendance:** Kim Francis, Gail Enever, Michelle Oram, Trudy Parker, Tammy Phelps, George Elliott

**Via conference call:** n/a

**Absent:** Sandy Edwards, Susan Healey, Carrie Kurtz, Sharon Piesz, Heather Lackner

- **Call to Order**
  - Meeting was called to order at 1:15 p.m. by Gail Enever.
  
- **Review of the Minutes of the last AGM (Nov 23, 2017)**
  - Motion: Be it resolved that the minutes of the annual general meeting for the year ending 2015 be accepted as amended.  
Motion made to accept the minutes: Trudy Parker  
Seconded: Michelle Oram  
Approved: Unanimous
  
- **President's Report** including a summary of the business transacted by the Board of Directors since the last Annual General Meeting.
  - Gail Enever provided an update on the past year – see attached report.
  - Motion made to accept the President's Report: Michelle Oram  
Seconded: Tammy Phelps  
Approved: Unanimous
  
- **Treasurer's Report**
  - George Elliott provided an update on the current financial status of the Chapter – see attached report.
  - Motion made to accept the Treasurer's Report: Gail Enever  
Seconded: Kim Francis  
Approved: Unanimous
  
- **Ratification of the acts of the Board of Directors**
  - Motion: Be it resolved that the membership approve all decisions, undertakings, expenditures, appointments, and actions of the Board of Directors for the year ending 2017 and through to November 21, 2018.  
Motion made by: Kim Francis  
Seconded: Michelle Oram  
Approved: Unanimously

- **Reports of the Standing and Special Committees**
  - **Membership Committee Report**  
Kim Francis provided an update on the year – see attached report.
  - **Sponsorship Committee Report**  
Kim Francis provided an update on the year – see attached report.
  - **Nominating Committee Report**  
Trudy Parker provided an update – see attached report.
  - **Education Committee Report**  
Kim Francis on behalf of Carrie Kurtz provided an update on the year – report attached.
  - **Public Relations Committee Report**  
Michelle Oram provided an update on the year – see attached report.
  - Motion made to accept the reports of the standing and special committees: Tammy Phelps  
Seconded: Trudy Parker  
Approved: Unanimous
  
- **Unfinished and/or Old Business**
  - Michelle to coordinate sending an interest finder for guest speakers and topic proposal.
  - Chapter to consider planning sessions for the entire year.
  
- **New Business**
  - Consider how to increase chapter membership and BOD membership
  
- **Election of new Officers and Directors**
  - Motion: that the nominated candidates for directors be elected as presented and be authorized to fulfill the duties and responsibilities as described in the by-laws.  
Motion made: Gail Enever  
Seconded: Michelle Oram  
Approved: Unanimous
  
- **Presentation of Resolutions**
  - None
  
- **Adjournment**
  - Motion: There being no further business, that the annual general meeting for 2018 be adjourned at 2:04 p.m.  
Motion made: George Elliot  
Seconded: Tammy Phelps  
Approved: Unanimous

**Next Board Meeting date:**

- Friday January 11, 2019, 9:00 a.m. by Skype.