

Southwestern Ontario Chapter of the  
International Society of Certified Employee Benefit Specialists  
Minutes for the 2021 Annual General Meeting  
Tuesday, November 22, 2022: 9:00 – 10:00 a.m.

**Board Members In Attendance:** Trudy Parker, Tammy Phelps, Carrie Kurtz, Gail Enever, Michelle Oram, Alicia Hesch, Heather Crosgrey

**Guests In Attendance:** Robin Cox & Vik Saini

- Call to Order – 9:03 AM by Tammy Phelps
  
- Review of the Minutes of the last AGM on November 23, 2021

***Motion:*** *Be it resolved that the minutes of the annual general meeting for the year ending 2021 be accepted.*

Motion made to accept the minutes: Carrie Kurtz

Seconded: Michelle Oram

Approved: Unanimous

- President's Report

Tammy Phelps provided an overview of the Chapter's activities in 2022 – see attached report.

Motion made to accept the President's Report: Michelle Oram

Seconded: Gail Enever

Approved: Unanimous

- Treasurer's Report

Carrie Kurtz provided an update on the current financial status of the Chapter – see attached report. This covers the period Nov 1/21 – Oct 31/22.

Motion made to accept the Treasurer's Report: Trudy Parker

Seconded: Tammy Phelps

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 January 1, 2022 and through to November 22, 2022*

Motion made by: Trudy Parker

Seconded: Carrie Kurtz

Approved: Unanimous

### Reports of the Standing and Special Committees

- Membership Committee Report

Alicia Hesch provided an update on the year – see attached report. Membership at 34 this year.

- Sponsorship Committee Report

Alicia Hesch provided an update on the year – see attached report. One sponsor in 2022, SunLife.

- Nominating Committee Report

Trudy Parker provided an update – see attached report. Trudy Parker and Tammy Phelps formed the committee in 2022. All emails sent according to the outlined process. No vice-president in 2023 and education chair will be covered by volunteers/committees for each event.

- Education Committee Report

Trudy Parker provided an update – see attached report. Trudy provided updates on the education events including speakers, participant numbers, costs, and feedback.

- Public Relations Committee Report

Michelle Oram provided an update on the year – see attached report. Michelle provided an overview of followers on Twitter and LinkedIn, and website analytics. It would be beneficial to have someone take this role on in 2023.

***Motion made to accept the reports of the standing and special committees:***

Motion made by: Carrie Kurtz

Seconded: Alicia Hesch

Approved: Unanimous

- Unfinished and/or Old Business – N/A
- New Business – N/A
- 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 by: Alicia Hesch

Seconded: Michelle Oram

Approved: Unanimous

- Presentation of Resolutions – done
- Adjournment

***Motion: There being no further business, that the annual general meeting for 2022 be adjourned at 9:32 am***

Motion made by: Trudy Parker

Seconded: Michelle Oram

Approved: Unanimous

- Next Board Meeting date: January 13, 2023, at 9 am