



ANNUAL GENERAL MEETING
Connecticut Convention Center, Meeting Room 23
100 Columbia Blvd
Hartford, Connecticut 06103
Sunday, June 22, 2014

Members Present:

Marie Ewing	Chapter 65	msewing@gov.pe.ca
Brodie Allen	Chapter 48	brodie.allen@evolveinc.ca
Sara Cianflone	Chapter 66	scianflone@winnipeg.ca
Sharon Slauenwhite	Chapter 65	snslaunenwhite@gov.pe.ca
Leo Creamer	Chapter 65	leo.creamer@eastlink.ca
Nolan DelFabbro	Chapter 62	nolan.del.fabbro@amec.com
Shannon Favaro	Chapter 54	shannon.favaro@fortisbc.com
Matthew Flette	Chapter 48	matt.flette@evolveinc.ca
Gordon MacNair	Chapter 63	gordon.macnair@ottawa.ca
Murray J. LeGris	Chapter 29	Murray.LeGris@NRCan-RNCan.gc.ca
Jack Carello	Chapter 29	Jack_carello@cpr.ca
Lorraine McConnell	Chapter 29	lorraine.mcconnell@peelregion.ca
Ian McNary	Chapter 62	ian.mcnary@evolveinc.ca
Val McNary	Chapter 62	val.mcnary@evolveinc.ca
Patty Roney	Chapter 54	patty.roney@fortisbc.com
Tyler Jans	Chapter 48	tyler@bluearth.ca
Arlene Mackenzie	Chapter 62	arlene.mackenzie@gov.ab.ca
Kevin Paul	Chapter 29	kevin_paul@gnb.ca
Colleen Brown	Chapter 29	colleen.brown@gnb.ca
Lauralee Harrison	Chapter 62	lauralee.harrison@gov.ab.ca
Brian Taylor	Chapter 62	Brian.Taylor@pwgsc-tpsgc.gc.ca
James Hardy	Chapter 65	james.hardy@altusgroup.com
Jay Wong	Chapter 29	jay.wong@altusgroupd.com
Koby Godvin	Chapter 62	koby.godvin@gov.ab.ca

Special Guests:

Lisa Harrison, IRWA International President	lharrison@pinnaclegroup.biz
Lee Hamre, IRWA International President Elect	leehamre@hceck.com
Wayne Goss, IRWA International Treasurer	wayne.goss@bellsouth.net
Eric Finn, IRWA General Counsel	e-m.finn@sympatico.ca
Mark Rieck, IRWA Executive Vice President	rieck@irwaonline.org

1. **Call to Order:** President Sandy Grigg called the meeting to order at 12:05 PM and introduced the Executive, Dawn MacDougall Vice President and Bill Giese Secretary Treasurer.
2. **Quorum:** Vice President MacDougall confirmed a quorum was present.
3. **Welcome & Introduction:** President Grigg gave welcoming remarks and introduced International Executive Council members and special guests, Lisa Harrison IRWA International President, Lee Hamre International President Elect, Wayne Goss International Treasurer, and Mark Reick IRWA Executive Vice President.
4. **Special Business – Donation Announcements:** Donations were acknowledged from Sandy Grigg (\$300.00) and Wayne Goss (\$500.00). Thanks to all those who made donations at the meeting as well as the Board of Directors Meeting. Cheques to be presented at the IRWA Board of Directors Meeting on Wednesday, June 25th, 2014.
5. **Minutes from 2013 Annual General Meeting:** The minutes of the CRWEF June 23, 2013 AGM held in Charleston, West Virginia, were presented by President Grigg for approval.

Brian Taylor moved to approve the Minutes of the 2013 Annual General Meeting.
Leo Creamer seconded.
No discussion.
Motion carried.

6. **Business Arising from Minutes:**

6.1 - Financial Statement: Secretary-Treasurer Giese presented the Financial Report for approval. Copies were provided to all Members.

Dawn MacDougall moved to approve the Financial Report.
Laura Lee Harrison seconded.
No Discussion.
Motion Carried.

7. **Comments:** IEC guests were unable to stay for the entire meeting so EVP Mark Rieck asked to comment from the floor before departing. He asked if there were any questions or concerns from those in attendance regarding Head Quarters operations, none came forth. The EVP went on to say that the VP of Field Operations, Daniel Steckol, would be working closely with both Canadian Regions to provide help or support as requested or required.

Course 100i was recently held in Vancouver using the new VEIT rollout. Everything went well and it is expected that it will be available for all Chapters in the near future.

International President Lisa Harrison brought forward a concern for the Foundation's consideration regarding the ongoing work to obtain charitable status from the CRA. President Harrison mentioned the Association's IRS issues which in turn raised a question of "how do they (IRWA/RWIEF) allow donations to Canada when the CRWEF is not a 'charity'; we are reworking on how they are accepted". President Harrison advised that a process in transition for CRWEF means that the RWIEF is concerned but willing to continue to donate knowing that the Canadian Foundation is working towards charitable status.

8. **New Business:**

8.1 Exhibit Booth: The exhibit booth was set up and open. The promotional items intended for distribution at the booth were accidentally distributed in the conference bags - steps will be taken to ensure this is not repeated. As well, there was a shortage of volunteers to man the booth. This will also be addressed to ensure this is not an issue again next year.

8.2 Charitable Status: President Grigg explained the further and lengthy road ahead of CRWEF in preparing to seek charitable status from the Canadian Revenue Agency. Tasks ahead include a review of the foundation bylaws, hiring a solicitor specializing in NPO practise and hiring a CMA to help ensure the Foundation's application is properly prepared and considered.

Motion to approve these actions was moved by Lorraine McConnell.

Seconded by Kevin Paul.

All in favour none opposed.

8.3 Corporate Filing and Taxes: President Grigg informed the meeting that the Foundation has received continuance papers for its letter patent. As well, filing a tax return is necessary; this will be discussed with the new solicitor for direction on how to move forward and to be in compliance.

8.4 Proposed By-law Change: President Grigg suggested a bylaw change that would help the CRWEF work more effectively and was necessary to meet the new nonprofit corporation bylaw requirements:

Current ByLaw Section 6.1.3:

"Four (4) of the Directors shall be elected from the Regional Officers holding office for Regions 8 and 10 in the International Right of Way Association"

Revised as follows:

By-Law Section 6.1.3:

" A minimum of four (4) Directors shall be elected from the membership of the CRWEF and represent eastern Canada (2) and Western Canada (2) with the geographical boundaries defined as: Eastern Canada being Ontario to Newfoundland and Labrador and Western Canada as Manitoba to British Columbia including Nunavut, the Northwest Territories and the Yukon."

Much discussion went around the above motion.

Moved by Kevin Paul.

Seconded by Murray Legris.

All in favour, none opposed, motion carried.

8.5 Travel Budget : President Grigg advised that the current policy regarding amount of travel funding of \$2000 per executive board member (total \$6000/year) will be reviewed over the coming year and will be discussed at the next AGM with the executive making a recommendation at that time.

8.6 CRWEF Website: President Grigg advised that in an effort to show separation and independence from IRWA and to better communicate to members and potential donors, a website is necessary. It will also serve as a place for posting minutes and current bylaws. It was agreed by all present that this was an important goal for the coming year - Secretary Treasurer Giese will research and discuss this further with the Board.

8.7 High School Graduate Scholarship – IPDC Chair Kevin Paul endorsed the Foundation’s assumption of the duties of reviewing all 2014 scholarship applications. He advised that by taking on the responsibility for choosing the recipient, separation from IRWA has been clearly established. Next year the CRWEF will receive the scholarship directly to further enhance this separation. In consideration of this, it was suggested that a committee be formed to take the process from start to finish in 2015. The President will be seeking volunteers from the membership to assist with this task.

8.8 New Funding Opportunities - In an effort to take the Foundation into the future by continuing to contribute to education programs, scholarships and move into enhancing the profession through support of hot topic seminar/presentations, President Grigg proposed that the Foundation be prepared to invest in a hot topic or seminar that we feel adheres to the foundation’s goals of education and professionalism. President Grigg suggested about \$10,000.00. Those in attendance endorsed the idea of a new fund and agreed that the Board should discuss this further and create a policy for considering applications for such funding.

8.9 Election and Volunteers - No election was conducted as the Executive Board were entering the second and final year of their terms. Members endorsed the request from President Grigg that two new volunteers be selected to assist the board. It was suggested that directors be added to the board however that would entail amending the bylaws so it was decided two volunteers would be appointed by the President. They would attend and participate in the board meetings but have no vote. President Grigg asked anyone interested in assisting to contact him directly.

9.0 Motion to Ratify: Vice President MacDougall moved to ratify all actions and decisions of the Board over the past year.

Seconded by Murray Legris.

All in favour; none opposed. Motion Carried.

9.1 Next Annual Meeting: Vice President MacDougall moved that the next Annual General Meeting of the Canadian Right of Way Education Foundation be held in San Diego, California in June 2015.

Lauralee Harrison moved.

Seconded by Kevin Paul.

All in favour; none opposed; motion carried.

Motion for Adjournment:

Moved by Kevin Paul to adjourn the meeting at 1: 25 pm.

Seconded by Leo Creamer.

Motion Carried.