



Annual General Meeting

June 5, 2022 11:30 am

Meeting Room: 25B

300 Lakeside Ave. E, Cleveland, Ohio

1. Call to Order – President Nancy Sinclair called the Annual General Meeting to order at 11:37 am

Members Present:

Nancy Sinclair, Chapter 63, President
Crystal Greenlay, Chapter 66, Vice President
Brian Taylor, Chapter 62, Treasurer
Keith Turner, Region 10 Vice-Chair, Board Member
James Hardy, Region 8 Chair, Board Member
Jay Wong, Region 8 Vice-Chair Board Member

Brenda Boyle, Chapter 65
Kim Millar, Chapter 63
Steve Biro, Chapter 63
Dawn MacDougal, Chapter 65
Tray Argitos, Chapter 54
Kim Proudlove, Chapter 54
Vicki Green, Chapter 79
Mark McKee, Chapter 79
Colleen Brown, Chapter 65
Jenna Wood, Chapter 48
Janet Walker, Chapter 29
Sheryl Badin, Chapter 29
Cynthia Dubeau, Chapter 63

Sharon Slauenwhite, Chapter 65, IRWA International past-President
Gord MacNair, Chapter 63, IRWA International past – President
Stew Anderson, Chapter 66, past CRWEF President
Dawn MacDougall, Chapter 65, past CRWEF President

Special Guests:

Jake Farrell, SR/WA IRWA International President
Judy Jones, SR/WA, R/W-AC, R/W-NAC IRWA President Elect
Fredrick L. Easton, Jr, SR/WA, R/W-AMC IRWA Vice President
Denise L. Skinner, SR/WA IRW Treasurer
Koby T. Godwin, SR/WA IRWA Secretary
Rakhshan Mazarei, IRWA Chief Financial Officer

2. Quorum – CRWEF Vice Chair **Crystal Greenlay** confirmed Quorum
3. Welcome and Introductions – President **Nancy Sinclair** gave welcoming remarks and introduced Board of Directors: Nancy Sinclair, Crystal Greenlay, Brian Taylor, Nicole Anderson, Koby Godwin, Keith Turner, James Hardy and Jay Wong and special guests/IEC members and Past CRWEF Presidents: Dawn McDougall, Stewart Anderson, Gord MacNair,
4. Special Business-Donation Announcements – President **Nancy Sinclair** requested that anyone that wished to make a donation to CRWEF to come forward at the IRWA AGM.
5. Approval of Minutes: It was noted by the CRWEF board that the minutes from the 2021 AGM were not sent out in advance of the meeting to the general membership. After a brief discussion of options, including consideration to read them aloud in their entirety, it was decided that the draft minutes of the 2021 AGM would be posted online, but acceptance by the general membership would be at the 2023 AGM, along with the minutes of the 2022 meeting.
6. Business from Minutes:
 - a) Treasurer's Report: Presented by **Brian Taylor**, Treasurer provided a copy of the Foundation's Balance Sheet as prepared by the accounting firm of Jeffrey J. O'Rourke Professional Corporation reflecting transactions occurring up to March 31, 2022.

At the 2017 Annual General meeting discussion took place to have a formal audit every 3 years. Accordingly, the next audit will take place in the fiscal year 2023/24

Motion to accept the financial report as read:

Moved by Brian Taylor, Seconded by Kim Proudlove

Motion Carried.

The proposed budget for 2022/23 was also presented.

Moved by Brian Taylor, Seconded by Jenna Wood

Motion Carried.

Comment by Mr. Stew Anderson regarding a renewed interest to identify opportunities for investment of funds into a safe, but higher return investment than our bank account.

- a) Scholarship – **Nancy Sinclair, President** advised that this year's \$2500 scholarship award – 4 members assisted in the review of the applications. Thanks go out to Nancy, Koby, Brian, & Nicole for their participation.

The scholarship was awarded to Avry Krywolt of Airdrie, Alberta.

A valedictorian of his school, Avry will be attending Simon Fraser University in the upcoming fall term majoring in Sustainable Energy Engineering. He hope to use his degree and knowledge in the engineering of sustainable projects in developing countries. Avry has been very actively involved in the Alberta Your Leader's for

Environmental Education with the missions of making climate education a priority for schools across Alberta. His experience in speaking on behalf of the organization has led him to the development of a successful climate podcast called *Innovating a Bright Future* which is releasing its third season this summer.

Introduction of New scholarship program: CRWEF representatives have attended the Region Forums this spring with a view of introducing a new member focused scholarship program. The proposed program will include:

- Introduce the partnering of CRWEF with the Canadian Chapters by providing a commitment of \$3000 per year to each of the 7 Canadian Chapters for each of the next 3 years
- Chapters would be welcome to match or add to the scholarship amount
- Criteria will be based on member in good standing, seeking a designation through the IRWA. Chapters may further define criteria for their members but the intent is to make available to all members seeking designation (not recertification)
- Chapters to be responsible for the receipt and review of member applications

Discussion:

- Discussion about what would be included, who could qualify
- What courses / programs would qualify? IRWA courses, partnered associations, anything in the right of way field?
- No rollovers

Motion:

In 2022/23, the Canadian Right of Way Education Foundation will create a member scholarship program, at a value of \$3k per Canadian chapter. The criteria for award will be determined by the CRWEF executive with input from the IRWA Region executive and the IRWA nominations and elections committee.

Moved by Brian, seconded by James

Motion carried

- b) Website – **Brian Taylor**, Treasurer, indicated that the website continues to be updated throughout the year. Regions & Chapters are invited to post notice of upcoming events such as Region Forums or Educational Seminars on the CRWEF site. Contact Nancy Sinclair if you'd like to do so.
- c) Sponsorship Program – **Crystal Greenlay**, Vice-President reported that we had few requests this year:
 - CRWEF was happy to support Region 10's request for sponsorship of their "Building Resistance" Webinar. Feedback from the event was very positive and some very helpful information was shared during the event

- Additionally, CRWEF completed its commitment to the sponsorship of the development of course 431C – Problems in the Valuation of Partial Acquisitions, which was successfully piloted and delivered.
- We are also very pleased to have been able to sponsor The International Relations Committee request for sponsorship of this week's International Luncheon and learning event on June 7th. This luncheon will feature representatives from various International Chapters who will be making brief presentations on topics related to public infrastructure projects and best practices in their countries.

Sponsorship request forms, guidelines and policies are on the website and BOD members can be contacted for further information

d) **Fundraising/Booth-** Crystal Greenlay acknowledged the assistance of volunteers for this year's booth and fundraising: Thank you to Steve Biro, Vicki Green,

- Ongoing responsibility for the booth and fundraising will be with the foundation executive as we move forward.

e) **Monday Night Event** – As always, CRWEF will be supporting the RWIEF for this year's Monday Night Event at Cleveland's Rock & Roll Hall of Fame.

Canadian Hospitality: Unfortunately, Chris Thompson and his team were unable to gather the necessary sponsorship this year for an event. Hoping to give it another try next year.

The work of **Ashley Rourke** of Canadian Natural Resources was acknowledged, and Ashley thanked for her work in arranging for a social event to benefit CRWEF which will take place Tuesday June 7th at Progressive Field, where members are invited to watch the Guardian's take on the Texas Rangers. Tickets are \$65/pp and include the ballgame, one drink, and buffet. A big thank you to Ashley and sponsors of the event (Land Solutions, Synergy, Vertex, Sandy Grigg, Evolve)

7. Motion to ratify all administrative decisions made by CRWEF Board of Directors for fiscal 2021/22. Moved: Dawn MacDougal Seconded by James Hardy; motion carried.

8. Nominations and Election of Officers – **Nancy Sinclair**

Discussion re resignation of the Vice-President, Crystal Greenlay and resultant vacancy for the officer position:

- Election for the position of Vice-President
- Election for the position of Treasurer
- Election for the position of Secretary

Where after, Nancy Sinclair SRWA conducted the elections for the Board of Directors. For each position, the nominated member was given the opportunity to address the membership either in person or by representation by others.

8.1 Election of Vacant officers

Nominations received in Advance:

- | | |
|----------------------|----------------|
| • Brian Taylor SR/WA | Vice President |
| • Nicole Anderson | Treasurer |
| • Cynthia Dubeau | Secretary |

Election conducted by Dawn MacDougal, past-president of chapter 65,

The Executive for the 2022/23 was determined:

- | | |
|------------------------|--------------------------|
| • Nancy Sinclair SR/WA | President |
| • Brian Taylor SR/WA | Vice President - elected |
| • Nicole Anderson | Treasurer - elected |
| • Cynthia Dubeau | Secretary - elected |

9. President's Report: Nancy Sinclair addressed the membership

10. 2023 CRWEF Annual General Meeting

Motion to approve that the 2023 will take place in Denver Colorado: Dawn; Seconded: Vicki; motion carried.

11. Meeting adjourned.

Stew/Dawn