

Meeting Minutes - CAPTG Annual General Meeting

Sheraton Centre Toronto Hotel

September 15, 2009 @ 1415

Attendees:

Name	Organization
Alan Herring	GTAA
Marla Hughesman	DND
Dick Stilwell	Government of Yukon
Ray Clement	DND
David Anderson	Associated Engineering
Tim Smith	Cement Association of Canada
George Nowak	Hatch Mott MacDonald
Myron Thiessen	DND
André LeClerc	Transport Canada
Surinder Brar	PWGSC
Gord Drysdale	CBR Technology Inc.
Lance Gelinis	DND
Jared Mitchell	DND
Graham Karlowsky	Transport Canada
Peter Heal	Saskatchewan Ministry of Highways and Infrastructure
Glenn Speirs	Ministry of Transportation Ontario, Remote Northern Transportation
Bill Chapple	Government of Northwest Territories
Alberto Valencia	GTAA
Kevin Chee	GTAA
Chris Stewart	GTAA
Jason Todd	Nunavut Airports
Chadd Burrill	Nunavut Airports

Opening Comments

- 1) **Al Herring** opened the general meeting welcoming everyone in attendance.

Review of Sunday Workshop

- 1) **Myron Thiessen** gave a brief review of the Sunday workshop. There were 63 registrants (including speakers) but only 55 attendees. The amount of no-shows was abnormally high this year.
- 2) A total of 25 evaluation forms were submitted. In general, the comments were very positive.

Financial Report

- 3) Since **Felipe Salgado**, the CAPTg Treasurer, could not be in attendance, **Myron Thiessen** gave an overview of the current financial situation:
- Account balance as of 1 September 2009 was \$17,267.32.
 - Although final costs are not yet known, estimated costs for this year's workshop/conference were \$11,700. Revenues are estimated at \$8,800 from the workshop and \$7,000 from our sustaining members (14 x \$500 = \$7,000).
 - A financial audit will be completed by **Surinder Brar** in the coming months.

February Planning Meeting

- 4) The annual planning meeting is tentatively planned for February in Ottawa. Exact location and dates to be confirmed shortly.

Elections

- 5) **Alan Herring** gave a brief history of the SWIFT/CAPTg partnership. He stressed that CAPTg is at a cross-roads. With shrinking budgets and little participation from many of the larger airports in Canada, we need to look at the overall membership/executive structure of CAPTg. He advised that the Exec plans to set up a task group to evaluate the current by-laws and propose changes at the February meeting. He also noted that one possibility is to move to 3 separate vice-chair positions: one from industry; one from the airport/government community; and one to represent our northern airports group.
- 6) Since **Alan Herring** has now officially retired from the GTAA, according to our by-laws he can no longer serve as CAPTg Chair. As current Vice-Chair, **Marla Hughesman** assumes role of Chair, effective immediately. This is in accordance with the by-laws; no election is necessary. Her position will be up for election at the 2010 Annual General Meeting.
- 7) The procedure for the remaining elections was outlined:
- The position to be elected was named.
 - It was made known to the general members if there was someone currently nominated for the position.
 - Further nominations from the General Membership were requested.
 - If anyone else was nominated an election was held where the party was elected by a majority show of hands; else the member currently holding the position was elected through acclamation.
- 8) To fill the now vacant Vice-Chair position (previously held by **Marla Hughesman**), **Dick Stilwell** was nominated and elected by acclamation to a one-year term.
- 9) **Alice Krol**, **Surinder Brar**, **André LeClerc**, and **Chris Stewart** were nominated and elected by acclamation to two-year terms as General Officers.

- 10) The Chair, Vice-Chair, Secretary, and Treasurer positions are all up for election at the 2010 Annual General Meeting.
- 11) Although the Advisory Officers are appointed, it is noted that **George Nowak, John Emery, Sandy Brown, and Tim Smith**, have all agreed to continue serving in this capacity.

Other Business

- 12) Brief reports on current and future projects were given by those in attendance.
- 13) **Marla Hughesman** thanks **Alan Herring** for his outstanding contribution to CAPTG as the Chair over the last two years and presents him with a retirement gift.

Adjournment: **Myron Thiessen** moves that the meeting be adjourned. **Dick Stilwell** seconds the motion. CARRIED. Meeting was adjourned at 1545.