

**Meeting Minutes – CAPTG Inc. Annual General Meeting**

Winnipeg, Manitoba  
February 17<sup>th</sup>, 2017

**Attendees:**

Name	Organization
Jared Mitchell	DND
Myron Thiessen	DND
Geoff Petzold	CIMA+
Graham Karlowky	Transport Canada
Ray Clement	CBR Technologies
Marla Hughesman	DND
Leanne Whiteley-Lagace	Stantec
Jessica Hernandez	Englobe
Chris Stewart	GTAA
George Nowak	Hatch
Sherry Sullivan	Cement Association of Canada

Welcome: **Chris Stewart** opened the meeting @ 0925 by welcoming everyone to the meeting.

**Review of Previous Meeting Minutes**

- 1) **Jared Mitchell** reviewed the minutes from the annual general meeting (AGM) held in September 2016.
- 2) **Myron Thiessen** moves that we adopt the minutes as read. **Geoff Petzold** seconds the motion. **CARRIED.**

**2016 Financial Report**

- 3) **Geoff Petzold** provided an update of the current financials. As of February 16<sup>th</sup> 2017 our bank balance was \$38,746.96, down from last year. We are in good financial standing.
- 4) **Chris Stewart** put forward a motion that CAPTG Inc. aim to keep approximately two (2) times the average annual operating budget (approx. \$30,000) as a reserve fund. **Myron Thiessen** seconded. Vote was unanimous in favour. **CARRIED.**
- 5) **Myron Thiessen** put forward a motion to require two (2) signatures on all cheques issued by CAPTG Inc. **Chris Stewart** seconded. Vote was unanimous in favour. **CARRIED.**
- 6) 2017 Budget numbers were presented by **Geoff Petzold**. Projected income is \$18,300 and projected expenses are \$23,950. This one time shortfall is due to initial incorporation

legal costs. **Myron Thiessen** motioned we adopt the 2017 Budget as proposed. **Marla Hughesman** seconded. Vote was unanimous in favour. **CARRIED.**

### **Board of Director Elections**

- 7) After canvassing CAPTG Inc.'s membership, only 12 names were received seeking election to the 2017 Board of Directors. The following names were received:
  - a. Jared Mitchell (public industry)
  - b. Myron Thiessen (public industry)
  - c. Graham Karlowsky (public industry)
  - d. Stephen Burbridge (public industry)
  - e. Chris Stewart (public industry)
  - f. Sherry Sullivan (private industry)
  - g. Sandy Brown (private industry)
  - h. Geoff Petzold (private industry)
  - i. George Nowak (private industry)
  - j. Leanne Whiteley-Lagace (private industry)
  - k. Mike Sucee (private industry)
  - l. Jessica Hernandez (private industry)
- 8) **Myron Thiessen** motioned we conduct the Board Election as a single slate of Candidates. **Chris Stewart** seconded. Vote was unanimous in favour. **CARRIED.**
- 9) **Myron Thiessen** motioned for a vote on the proposed slate of candidates. **Marla Hughesman** seconded. Vote was unanimous in favour. **CARRIED.**

### **Membership Update**

- 10) General Membership currently stands at 18 as of 17 February 2017. All members are current as per the rules contained in the By-Laws.
- 11) Sustaining Membership for 2017 stands at two (2) as of 17 February 2017. Five (5) others have committed to renewing their Sustaining Membership via email. Sustaining Membership numbers for 2016 were 19, up from 16 in 2015.

### **Other Business**

- 12) None.

**Adjournment:** **Chris Stewart** adjourns the meeting. The meeting was adjourned at 1025.