

Meeting Minutes – CAPTG Inc. Annual General Meeting

Toronto, Ontario
February 22nd, 2018

Attendees:

Name	Organization
Jared Mitchell	DND
Mike Sucee	CRAFCO
Geoff Petzold	CIMA+
Graham Karlowsky	Transport Canada
Stephen Burbridge	Gander International Airport Authority
Jessica Hernandez	Englobe
Chris Stewart	GTAA
George Nowak	Hatch

Welcome: **Chris Stewart** opened the meeting @ 1040 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 February 2017.
- 2) **Chris Stewart** moves that we adopt the minutes as read. **Geoff Petzold** seconds the motion. **CARRIED.**

2017 Financial Report

- 3) **Geoff Petzold** provided an update of the current financials. As of February 22nd 2018 our bank balance was just over \$42,500, up from last year slightly. We are in good financial standing.
- 4) 2018 Budget numbers were presented by **Jared Mitchell** and **Geoff Petzold**. Projected income is \$16,700 and projected expenses are \$18,200. Projected shortfall is due to unknowns surrounding ongoing accounting and legal fees. Actual annual numbers will be known for future years. **George Nowak** motioned we adopt the 2018 Budget as proposed. **Geoff Petzold** seconded. Vote was unanimous in favour. **CARRIED.**

Board of Director Elections

- 5) Board was elected to a 2 year term in 2017. There was one unexpected vacancy happened in 2017 with the departure of Sandy Brown. A special election was undertaken to fill the vacancy. After canvassing CAPTG Inc.'s membership, only 1 name was received seeking election to the Board of Directors. The following names were received:
 - a. Vince Aurilio (private industry)
- 6) **Jared Mitchell** motioned group vote on candidate. **Chris Stewart** seconded. Vote was unanimous in favour. **CARRIED. Vince Aurilio** to fill remainder of original 2 year term on the Board of CAPTG Inc.

Membership Update

- 7) **Jared Mitchell** put forward a motion to invite the following people who have expressed interest in CAPTG to be Members of CAPTG Inc.
 - a. Vince Aurilio

Motion was seconded by **Chris Stewart**. Vote was unanimous in favour.

- 8) General Membership currently stands at 19 as of 22 February 2018. All members are current as per the rules contained in the By-Laws.
- 9) There were 17 Sustaining Members in 2017. Similar number expected for 2018.

Other Business

- 10) None.

Adjournment: **Chris Stewart** adjourns the meeting. The meeting was adjourned at 1120.