

# DETAILED ANNUAL GENERAL MEETING AGENDA APRIL 15<sup>th</sup>, 2023 - OTTAWA

**Note:** This agenda serves as a detailed extension of the “stock” agenda as shown in the P&R Book as depicted below in blue – this version supersedes any previously issued version.

## Meeting Agenda

1. Call to Order
2. Appointment of Secretary
3. Adoption of Agenda
4. Acceptance Previous AGM Minutes
5. Action Items Arising from Previous AGM Minutes
6. Acceptance of Portfolio Reports
7. Finance Report
8. Election of (6) Directors-at-Large
9. Letters of Resolution
10. Adjournment

## 1. Call to Order – National President

- National President welcomes the delegates
- National President leads the members in the National Anthem

## 2. Appointment of Secretary – National President

- National President calls upon Ron Buck to read the **list of remembrance** – one minute of silence
- National President calls for a motion to have the Recording Secretary be appointed with a seconder
- National President asks each Division Representative to introduce themselves followed by the Directors-at-Large – Recording Secretary to take attendance
- National President will remind that only **Division Representatives vote** at the AGM
- National President confirms with the Recording Secretary that there is a quorum – or not
- National President asks Recording Secretary to make any required administrative announcements (use the microphones on the desk to

- ensure that the interpreters can hear what is being said, and help with the recording for the minutes, stating name and position before speaking)
- The Recording Secretary to read House Rules:

*Please turn off all cell phones and electronic devices or place them on vibrate. In case of an emergency call please step into the hallway to take/make call.*

*Please show respect to all attending and help us provide our presenters with an environment of respect during presentations. Please feel free to show respect following presentations with positive feedback and acknowledgement with polite or energetic applause.*

*If you wish to make a comment or ask a question, please raise your hand and speak when either the chairperson/presenters acknowledge you.*

*Navy League of Canada prides itself on providing a positive non-threatening environment and we ask that you respect that practice with your comments/questions.*

*To ensure we have an environment in which all can hear presentations/discussions, please keep your enthusiasm to participate mute unless called upon to participate to share your thoughts/comments.*

*It is requested that we all respect the House Rules to ensure we have a positive meeting.*

### **3. Adoption of Agenda – National President**

- National President calls for a motion from the Division Representatives to adopt the agenda, and a seconder
- Discussion – National President inquires as to whether there are any suggested amendments to the agenda
- If there are any, after discussion the National President calls for a motion to have the agenda adopted as amended (and seconded as necessary)
- In the event there are no changes the National President calls for a vote to adopt the agenda as presented

### **4. Acceptance of Previous AGM Minutes – National President**

- The National President will ask for any errors or omissions to the Minutes of the 2022 AGM.
- The Minutes are located online at the Virtual P&R Book – [Click Here](#) for link
- The National President will ask for a motion to accept the 2022 AGM Minutes, and a seconder followed by any discussion by the Division Representatives

- Followed by the approval of the motion to accept the 2022 AGM Minutes

## **5. Action Items Arising from Previous AGM Minutes – National President**

- None – all Action Items have been completed

## **6. Acceptance of Portfolio Reports (as presented and discussed) – National President**

- The National President will note the portfolio and divisional reports received
- The portfolio reports are located at the Virtual P&R Book – [Click Here](#) for link
- The National President asks for a motion and seconder to accept the Portfolio Reports
- Discussion – National Presidents asks if any Director would like to provide brief additional information to the portfolio reports
  - NL Cadets
  - Maritime Affairs
  - Governance
  - Sea Cadets
- Call the vote to accept the Portfolio Reports.

## **7. Finance Report – National Treasurer:**

### **DISCUSSION OF THE 2022 AUDITED FINANCIAL STATEMENTS:**

- The National Treasurer will provide information regarding the status of the 2022 Audited Financial Statements

### **APPOINTMENT OF THE AUDITOR:**

**The Navy League of Canada will appoint the Firm, Boyer and Boyer, CPA as the Auditor for the financial accounts of the Navy League of Canada for Fiscal Year 2023.**

- The National Treasurer asks for a motion and seconder to appoint the Firm, Boyer and Boyer, CPA for the Fiscal Year 2023
- The National Treasurer asks if there is any discussion on the motion
- When discussion is complete, the National Treasurer calls the vote

## 8. Election of up to (6) Directors – Immediate Past National President

The National President will turn the meeting over to the Nominating Committee Chair to perform the election of Directors at Large.

### Election of Directors-at-Large - Introduction by Nominating Committee Chair

The following Directors at Large are up for re-election for an additional (2) years:

- Mr. Ron BUCK
- Mr. John PHILIPS
- Mrs. Brenda PINTO

The following individuals has been nominated to be a Director-at-Large for a term of (2) years:

- Mr. Brett ANDERSON
- Ms. Jennifer BENNETT
- Mr. Luc CASSIVI

### Nominations from the floor:

Are there any nominations from the floor by Division Presidents? (*call three times and process any floor nominations by validating with Nominating Committee Chair, and Recording Secretary*).

### Nominating Chair requests the Recording Secretary to conduct the Election

Nominations are hereby closed.

All **nominee bios** who have been nominated in advance are found in the Virtual P&R Book.

*The Nominating Committee Chair will thank candidates.*

The Nominating Committee Chair will ask the Recording Secretary to explain the voting process.

I will now call the vote.

The Recording Secretary will announce the results of the election.

The Nominating Committee Chair directs the destruction of the ballots.

The National President congratulates all those that were elected and thanks all candidates for letting their names stand.

## **9. Letters of Resolution – National President**

The National President will ask that Members support the following resolutions:

Resolution 2023-01 - A Resolution in Support of the Royal Canadian Navy

Resolution 2023-02 - A Resolution in support of the Canadian Coast Guard

## **10. Any other business – National President**

## **11. Adjournment – National President**

The National President will ask for a motion (a seconder not required).

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**Meeting Notes:**

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