

Minutes of the Communications & Electronics Association Annual General Meeting (AGM) 27 October 2022

The Communications and Electronics (C&E) Association held its AGM, Chaired by the President of the C&E Association, in a hybrid (in person and virtual) meeting in the Vimy Officers' Mess at CFB Kingston, Ontario on Thursday 27 October 2023. The Chair and Secretary combined had received 19 proxies in advance of the meeting, Over 30 members were physically present in the meeting room and over 20 personnel (that were not also in the meeting room) were present online to participate in the proceedings via Microsoft Teams. The total of members present was over 50, well over the minimum 25 required to constitute a valid quorum for the meeting.

The following members of the C&E Association Board of Directors (BOD) were present in person or virtually.

(Check)

John Leech, President;
Martin Girard, Vice President
Brian McDonnell, Treasurer;
Jeffrey Holt, Acting Secretary;
Charlie Cox, Business Planning
Hugh Janssen, Director
Sean Sullivan, Director
Dave Whittier, VP Communications

In addition, Advisors Bob Martineau (VP Policy and Governance) and Tony Charters (VP Heritage/Memorials) were present.

I. Call to Order and Opening Remarks.

The meeting was called to order at 1530 hours.

Opening Remarks. The Chair welcomed participants and made brief introductory remarks.

II. Acceptance of the Record of the Last AGM.

The minutes of the previous AGM, held on 28 October 2021, having been distributed and posted online in CMCEN.ca in advance of this meeting, were discussed and there were no corrections or additions to be made to these minutes.

The Chair asked for a motion that the minutes of the last AGM be accepted. BGen Ret'd Kevin O'Keefe so moved, seconded by Bob Martineau. Motion carried.

III. Reports.

a. Chair. (Check notes from pg 1)

The Chair presented a summary of the activities that the Association has been involved with during this past year.

Heritage: Discussions with Base Kingston were held and good progress was made regarding the identification of heritage monuments on the Base and responsibilities for maintaining them. (Post Meeting Note: An inscribed copy of "Semaphore to Satellite was presented to LCpl(Ret) Douglas Rickard, veteran of the Dieppe Raid, on the occasion of his 104th birthday. The inscription was made by Richard Draffin and the presentation was made by a delegation from 32 Sig Regt)

Representation and Advocacy: Once again, we were represented in the Conference of Defence Associations and, collectively with other Associations, were a part of their advocacy efforts.

Administration: The Business Planning process was followed resulting in a successful year. Particularly under Member Services, we started publishing a C&E Branch Quarterly Newsletter, were prepared to provide distress assistance for members, continued our Affiliate programs providing income to the Branch, conducted Op Jimmy Santa in 2021 and now in 2022, operated, maintained and continued to improve our CMCEN.ca website. Volunteers have done great work in all these areas in the last year.

Professional Development: We conducted some limited Professional Development activities. The PD Sessions just held this week, co-sponsored with AFCEA were well-received. Our Branch Meet & Greet in Ottawa was quite well-attended (VCDS, ADM(IM), Br Leader, Br Advisor, several J6s).

In The Coming Year: The intent is to continue good work on Heritage and encourage our members to submit nominations for awards. Notably, the Netherlands 75th Anniversary Plaque (photo shown) will be delivered with ceremony to the appropriate Dutch authorities in May 2023 in conjunction with the (Covid delayed) 75th Anniversary Tour. Op Jimmy Santa will continue each Christmas season and is increasing since even more Branch personnel are deployed this year. Professional Development next year is planned to increase and include an in person Seminar. The goal is also to do more fundraising and to provide expanded Member Services.

b. Financial - Treasurer.

Brian McDonnell, the Treasurer went over information presented on slides of the latest financial statements highlighting notable items. The financial statements can be viewed separately for details. One noteworthy item was the generous donation of \$9,500 to the C&E Association by the Signalers' Club as a part of it closing down in

2022. The Chair asked for a motion that the Treasurer's report be adopted. Tony Charters so moved, seconded by Maj Geoff Priems. Motion carried.

- c. Appointment of Auditor. The Treasurer advised that Col (Ret'd) Mel McLeod, who had done the C&E Association audit for several years had passed away so a new Auditor was needed. He noted that because of the small size of the C&E Association financials, a formal Audit has not been and still is not required. So the Treasurer advised that he had engaged a person he knew with the experience needed to do the audit (on a one time basis) and an independent audit was done and delivered to the Treasurer. The audit found that the financial statements prepared by the Treasurer fairly represented in all aspects the position of the C&E Association. The Treasurer advised that he would attempt to find an Auditor to do future annual audits (an estimated 2 days work, preferably done without charge) and get back to the Board with a proposal.

IV. New Business

- a. Approval of Board Nominations as necessary. The President showed a slide of the current C&E Association Board of Directors and asked for a nomination for Secretary. After discussion, the Branch Chief undertook to provide a nominee. Next, The President showed a slide of the added Officers and Advisors. It was noted that the Board still required a member to look after LOO 2 in the Business Plan

V. Any Other Business.

Vice President Martin Girard discussed the expansion of Professional Development efforts. Coming out of Covid, the activities in the last year were modest but successful and the plan is to build on it this coming year.

Peter Scott noted that the dispensing with a formal Audit / Auditor for the C&E Association as a smaller "operation" was worth confirming. Treasurer undertook to discuss it further with Peter and follow up. Peter also asked if the cash in bank (now around \$43,000) was earning any interest/revenue. Treasurer said no as the amount was up and down over the year with possible uses so it wasn't a time to tie it up to make interest. They agreed to look at ways to invest some of it (Peter suggested one way) in the coming year to derive income from it.

The Chair thanked everyone for participating in this year's AGM. A big "Thank You" to the CFSCE staff especially Lt Simon Grant, Cpl [Chernyk](#) and Team for coordinating access and managing all of the technical details, and to the Br Office personnel and our Acting Secretary.

VI. Adjournment

There being no other new business or questions, the Chair asked for a motion to adjourn the meeting. BGen Thibert so moved motioned. Motion carried.

The meeting was adjourned at 1620 hours.

These minutes have been prepared by
Jeff Holt, acting Secretary,

Reviewed and approved by
John Leech, President