

Canadian Livestock  
Records Corporation



**Minutes of the Annual Meeting  
2016**

April 16, 2016



# Canadian Livestock Records Corporation

## 2016 Annual General Meeting

### Minutes

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The one hundred and eleventh Annual Meeting of Canadian Livestock Records Corporation (formerly Canadian National Live Stock Records) was held at the Executive Royal Hotel, Calgary, Alberta on April 16, 2016.

#### 1. Call to order

- In absence of the Chair, Vice Chair Glen Parker called the meeting to order.
- Glen first recognized Mary Cork for her work as Chair over the year who unfortunately due to a recent surgery could not attend the annual meetings.
- Glen then recognized CIBC for sponsoring the luncheon.

#### 2. Identification of Representatives and Special Guests

- Of 43 Member Associations, 28 Representatives were appointed. With 22 in attendance, quorum was confirmed.
- Glen Parker welcomed all members and guests in attendance, and recognized past Chairs Dan Stephenson (2013-14) and Bob Airth (2008-09).
- Glen introduced fellow board members Myrna Flesch, Jim Donaldson and Stacey White, as well as David Trus, Government Representative for AAFC.
- Glen introduced and thanked Staff – Jim Washer, CLRC General Manager and Glenn Clark, Systems Manager.
- Glen thanked Jim Washer for the morning presentation on Strategic Planning updates, and Michelle Miller for her presentation on SNP Genomic testing.
- All member guests were invited to introduce themselves.

There were a total of 28 voting Representatives appointed with 22 in attendance as follows:

Canadian Blonde d'Aquitaine Association: Myrna Flesch (CLRC Director)

Canadian Dexter Cattle Association: Adrian Hykaway

Canadian Goat Society: Robyn Anderson

Canadian Sheep Breeders Association: Glen Parker (CLRC Director), Stacey White (CLRC Director) and Kelsey Beasley.

Canadian Shorthorn Association: Graham Sharp and Jaimie Chouhan

Canadian Sport Horse Association: Alan Wedge

Kathadin Sheep Association: Lynette Kreddig

Welsh Pony & Cob Society of Canada: Lea Kroll

Tennessee Walking Horse Association: Dianne Little

Morgan Horse Association: Arlene MacKenzie

Fjord Horse Association: Gordon Fulton

Hays Converter Association: Dan Hays

Percheron Horse Association: Kathy Ackles

Canadian Warmblood Horse Breeders Association: Jeannette Coote, Kathy Laxton  
Highland Cattle Association: Jaylyn Ettinger  
Donkey and Mule Association: Kim Baerg  
Canadian Speckle Park Cattle Association: Rod Remin  
Palomino Horse Association: Jill Stephenson

Also present: Bob Airth, Dan Stephenson, Leslie Hunchuk, Rita Hykaway, Michelle Miller, Doris Daley.

### 3. Approval of Agenda

- Glen Parker indicated that Nominations for Board of Director positions will be called for three times during the course of the meeting, followed by an election if required as per item # 11 on the agenda.

**Motion:** Moved by Myrna Flesch, seconded by Jim Donaldson that the agenda be approved as presented. Carried.

### 4. Moment of Reflection

- Glen Parker called for a moment of silence in consideration for breeders who had passed away during the past year.

### 5. Chair's Address

- Glen Parker presented Mary's report as printed in the 2015 Annual Report.
- Glen reported that CLRC currently has one vacant Board of Director position open for nomination as well as an additional three positions for current Directors whose terms of office have expired.
- The Board Nomination Committee received nominations from three candidates; Rod Remin (Speckle Park), Gordon Fulton (Fjord Horse), and Jim Long (Swine). Two of the Board members Myrna Flesch (Blonde d'Aquitaine) and Stacey White (Sheep) whose terms have expired, submitted their nominations for re-election.
- Glen called for additional nominations. Jaimie Chouhan (Shorthorn) submitted her nomination.
- All nominations were confirmed, and candidates asked if they would let their names stand. All names stand.
- Glen called for a motion to accept the current slate of nominations as follows;
  - Myrna Flesch            Blonde d'Aquitaine
  - Stacey White            Sheep
  - Jim Long                Swine
  - Gordon Fulton        Fjord Horse
  - Rodney Remin        Speckle Park
  - Jaimie Chouhan        Shorthorn

**Motion:** Moved by Gordon Fulton, seconded by Arlene McKenzie to accept the slate of nominations as presented. Carried.

### 6. Minutes of the last meeting

- Glen reviewed the minutes of April 11, 2015, provided highlights of the Strategic Plan and asked if there were any errors or questions.

- Bob Airth questioned the Turnaround time, indicating that some transactions had taken up to seven weeks to process. Glen responded that this has been an on-going issue that CLRC is aware of and addressing through a variety of strategies.
- Adrian Hykaway commented that he was very pleased with recent developments and turnaround times for his breed.
- Jeannette Coote commented that turnaround times for her breed have been slow, and added that she would like to see a tracking system for work in progress. Glen responded that this is also identified in the Strategic Plan for the coming year.
- Adrian Hykaway requested to have the breakdown of fees for all transactions. Jim Washer indicated that this had been forwarded to all Associations.

**Motion:** Moved by Stacey White, seconded by Jim Donaldson that the minutes of the Canadian Livestock Records Corporation Annual Meeting held April 11, 2015 in Ottawa, Ontario be accepted as presented. Carried

## 7. Business arising from the last minutes

- There was no further business arising from the minutes.

## 8. General Manager's report

- Jim Washer referred to his written report presented in the 2015 Annual Report, and added additional comments including:
  - 2015 has been a very positive year for CLRC, albeit with many challenges.
  - The Board and Staff recognize there are still many issues and requests to be addressed, and the Strategic Plan initiated last year is still being developed in response to these. The Strategic Plan is based on the three pillars of Service, Cost and Quality; specifically focused on developing leading edge technology, ensuring quality service and developing long term financial stability.
  - Jim highlighted a few achievements so far including;
    - Hiring 2 new full time staff and 1 part time
    - Replacement of several computers, software, mail machine and photocopier
    - Implementation of SNP Genomic testing for several beef breeds
    - Initiated Sponsorship Program
    - Implemented many specific program and reporting improvements
    - Saw an overall increase of 3.5% of total volume of work over previous year.
  - Jim also reported on future developments planned including a tracking system, increasing electronic services for membership renewal and DNA Applications, improving the website interface and completing the transition to electronic banking

**Motion:** Moved by Jim Donaldson seconded by Stacey White that the Chairman's Report and General Manager's Report be accepted as presented in the 2015 Annual Report. Carried.

- Glen Parker made a second call for Nominations for Directors. No further Nominations were put forth.

## **Update from David Trus, Agriculture and Agri-Food Canada**

- Glen Parker invited David Trus to present his report from AAFC
- David presented some changes in the AAFC Offices including
  - David's Administrative Assistant Emilie Ouellette has moved on.
  - Suzy Miller, the signing authority for the Minister has retired and been replaced by Andrea Johnson
  - The Director of Animal Industry John Ross has retired and has assumed a role as General Manager of the Canadian Pork Council.
- **Update on Animal Pedigree Act**
  - Following last year's presentation, the Government has changed and nothing further will be happening with that project.
- **Statistics Request**
  - CLRC provides most stats directly to the Ministry so the Associations have nothing to do there.
  - However there is usually an update provided to the Breed Associations and you are invited to comment to the stats at that time.
- **Audited Financial Statements**
  - All Associations should be providing financial statements. David clarified that audited statements are required, however AAFC does allow some variations of what that means.
  - It is the duty of all associations to provide financial statements.
  - As full audits are expensive and not always feasible for small associations, they may also elect to have a "Review Engagement" which is a little less onerous, but equally acceptable. David did suggest that all Associations should conduct a full audit every few years.
  - Some associations still cannot afford a "Review Engagement", and may employ others to perform the review. Anyone employed as such must be qualified and capable. They must also not be involved in the regular book keeping due to conflict of interest. These associations should also perform a full audit every few years.
- **Purpose of Animal Pedigree Act**
  - The purpose is to promote breed improvement, to the benefit of Canada and the economy.
  - David encouraged every association to develop a strategic plan including how their breeding animals will be making a difference to the whole industry. Not simply to trade breeding animals amongst breeders, but to drive the whole industry and its' improvement.
  - This includes the genetic health of the breed, to be productive, sustainable and competitive.
  - This is an opportunity for collective improvements for all breeds. Everyone should ask what is the long term strategy of their breed and how will they be commercially competitive.
- **Animal Welfare and Genetics**
  - This is an area that is continuing to grow. There are pressures on the industry, in the retail grocery chains and restaurants.
  - All groups are trying to protect their breeds, and there is more attention being given to animal welfare.
  - On-farm practices must follow the codes of practice, and David urged everyone to ensure they are operating within the codes of practice.

- **Cloning**

- In 2010 David produced a “Summary of Regulatory Environment for Animals Derived from Biotechnology”. If anyone needs a copy, please contact David.
- Clones are currently not approved for food, animal feed, or for release into the environment in Canada.
- There are three different regulations that apply in Canada. In the U.S clones do not fall under their regulatory requirements, and there are a lot of clones so be careful when sourcing genetics from the U.S.
- The E.U is looking to ban all animals with any cloning activity.
- At this time, Canada has not yet had an application. The initial interest was in dairy, however genomic testing is providing high accuracy and replacing cloning interest.
- David advised everyone to be aware of any cloning and to report to Environment Canada any animal or semen or embryos derived from cloning.

- Glen Parker thanked David for his report

## 9. Auditor’s Report and Financial Statements

- Jim Washer presented the Auditor’s Report and reviewed the Financial Statements of CLRC as prepared by BDO Canada LLP. The Financial Audit was performed according to normal auditing procedures and practices and presents fairly in all respects of CLRC as at December 31<sup>st</sup>, 2015.
- The Auditors Report states that there were no significant changes from previous year and their opinion is that the report presents the actual position of CLRC financials.
- Jim mentioned that after 3 years of deficits, CLRC was pleased to report a surplus of \$1,397 (\$14,300 ahead of budget). This was predominantly due to a combination of savings in operating and overhead costs, a reduction in Board travel, and increased revenues through higher Units, increased DNA and Special Services, and a grant from CBBC towards the transition for SNP Genomic testing.

### Statement of Financial Position (Balance Sheet)

#### Assets: total = \$290,827

- Combined Cash and Term Deposits are comparable to previous year.
- Tangible Capital Assets includes acquisitions and amortization of photocopiers, computers, software, office equipment and lease hold improvements.
- Intangible Assets includes the website

#### Liabilities and Net Assets: Total = \$290,827

- Accounts payable includes USD Funds Account, the Labs, GST, HST and Visa.

### Statement of Operations

- The bottom line shows a surplus of \$1,397 compared to (\$-76,703 deficit last year).

#### Revenues

- Current year revenues were \$831,337 (\$76,000 higher than last year) and include;

- Recoveries from Associations due to levy adjustment and unit rate increases.
- Special services programming for Aubrac & Red Devon, Secretarial services, a grant from CBBC, and membership mailings.
- DNA testing and Revenues from departing dairy associations.

#### **Expenses**

- Expenses were comparable to last year at \$829,949.
- Salaries were higher due to new staff and small increases.
- DNA testing expenses were higher due to increased volume.
- Many other expense lines decreased through streamlining and internal controls including postage, office, board expenses and consultant costs.

#### **Statement of Cash Flow**

- The statement shows a positive Cash Flow of \$19,208 vs (\$-57,989 last year).

#### **Term Deposits**

- Term deposits decreased from \$160,637 to \$121,066, due to cashing out GIC's for operating expenses related to 2014.

Our Auditor commended the Board and commented that 2015 has been a good year financially, with no issues to report.

**Motion:** Moved by Adrian Hykaway, seconded by Myrna Flesch that the Auditor's Report and Financial Statements for 2015 be accepted as presented. Carried.

### **10. Appointment of Auditors**

**Motion:** Moved by Jim Donaldson, seconded by Lynette Kreddig that BDO Canada LLP be appointed as Auditors for 2016. Carried

Dan Stephenson commented on the positive value CLRC plays in managing Associations funds. CLRC handles millions of dollars on behalf of the Associations and receives a relatively small portion of that as revenue.

### **11. Election of Directors**

- Glen Parker made a third call for Nominations for Directors. No further Nominations were put forth. Glen asked if there were any candidates that did not want their names to stand. All candidates let their names stand.

**Motion:** Moved by Adrian Hykaway, seconded by Kelsey Beasley that the Nominations be closed. Carried.

- Glen Parker asked David Trus and Michelle Miller to act as election scrutineers and invited the candidates to introduce themselves and why they would like to be considered for the CLRC Board. Jim Donaldson presented on behalf of Jim Long as he could not attend due to a personal situation.

- David Trus and Michele Miller distributed ballots to all eligible voting members.
- Glen Parker indicated that each elector was to choose four (4) candidates from the panel of six (6). The top four (4) candidates with the most votes would become Directors, and the candidate with the least votes (of the top four) would take the fourth position, a one (1) year term replacing the vacant position.

**Results:**

- Glen reported the results of the election as follows.
  - Stacey White, Rod Remin and Jim Long were elected for two year terms.
  - Myrna Flesch was elected for the one year position.
- Glen Parker thanked all candidates for their interest in CLRC and for running for the Board, and welcomed the new Directors.

**Motion:** Moved by Kelsey Beasley, seconded by Kathy Ackles that the ballots be destroyed. Carried.

**12. New Business**

**12.1 Special Recognition**

- Glen Parker announced that after five years on the CLRC Board of Directors, Jim Donaldson had resigned his position, and CLRC would like to recognize Jim for his contributions over the years.
- Myrna Flesch read out a personal recognition of Jim and presented him with a gift on behalf of the Board, Staff and Members of CLRC.
- Adrian Hykaway requested to have a copy of the minutes. Jim Washer reported that the minutes would be posted on the CLRC Website, and would also ensure they were provided to all Association contacts.

**13. Adjournment**

- Glen Parker expressed thanks to the Board and Staff for all the work accomplished over the past year.
- Glen announced that the next Annual Meeting will be held on Saturday, April 8, 2017 in Ottawa.

**Motion:** Moved by Jim Donaldson that the meeting be adjourned.