

Canadian Livestock
Records Corporation



**Minutes of the Annual Meeting
2019**

April 13, 2019



Canadian Livestock Records Corporation

2019 Annual General Meeting

Minutes

The one hundred and fourteenth Annual Meeting of Canadian Livestock Records Corporation (formerly Canadian National Live Stock Records) was held at the Albert at Bay Suites Hotel in Ottawa, Ontario on April 13th, 2019.

1. Call to order

- As Chair, Glen Parker called the meeting to order at 1:05pm and introduced himself.

2. Identification of Representatives and Special Guests

- Glen Parker introduced the staff present, current Board members, as well as Mary Cork, a former Chair of CLRC and Ron Black, Secretary –Treasurer for several associations and former General Manager, who were also in attendance.
- Glen welcomed all members and guests and invited everyone to introduce themselves.
- Of 42 Member Associations, 19 Representatives were appointed. With 15 in attendance. Quorum was confirmed.

Members in attendance:

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

Canadian Sheep Breeders Association: Glen Parker (CLRC Chair), Trenholm Nelson (CLRC Director) and Colleen Acres.

Canadian Swine Breeders Association: Dave Vandebroek, (CLRC Director)

Welsh Pony & Cob Society of Canada: Mary Cork

Canadian Speckle Park Association: Whitney deDecker

Canadian Dexter Cattle Association: Ian Payne

Canadian Morgan Horse Association: Sherri Wilson (CLRC Director)

Canadian Percheron Horse Association: Kathy Ackles

Canadian Sport Horse Association: Lu Lancaster

Canadian Highland Cattle Society: Clair Sadler

Canadian Galloway Association: Sarah Middleton (CLRC Director)

Canadian Goat Society: Ed Cavanagh, Karen Cavanagh

Also present: David Trus Animal Officer AAFC, Jim Washer CLRC General Manager, Glenn Clark CLRC Systems Manager, Dwayne Shaver, CLRC Systems and Support Technician, Nicholas Boyd President Canadian Blonde d'Aquitaine, Paul Ferguson VP Ontario Blonde d'Aquitaine.

3. Approval of Agenda

- Glen Parker indicated that as the Minister was not available to attend, the agenda was amended.
- Glen called for additions to the Agenda. With no additions, Glen called for approval of the Agenda.

Motion: Moved by Mary Cork, seconded by Kathy Ackles to approve the agenda as amended. Carried.

4. Moment of Reflection

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

5. Chair's Address

- Glen Parker reported that 2018 was a very busy year, with many changes and challenges.
- Glen referenced specific issues and developments including;
 - The launch of the Website, a much bigger project than we would have imagined, and although not without plenty of challenges, has been positive overall.
 - Purchase of a new server, and upgrades to the technical equipment, allowing for increased services and processing capacity.
 - The initiation of staffing changes as part of the staff succession plans.
 - This past year was challenging financially, as we are very dependent on unit production, the measure of work completed by Registrars for the Breed Associations. With several staff changes, and the postal strike, units were down and thus revenues as well.
 - Glen thanked the staff for their efforts in putting in extra time and for the efforts of reducing fixed costs and operating expenses, keeping the deficit to a minimum.
- Finally, Glen thanked the Directors of the Board for all their work over the past year.
- Glen indicated that Nominations for Board 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.
- Glen explained that there are currently three director positions open for election / re-election. The three Directors are letting their names stand for re-election; Sherri Wilson, Myrna Flesch, and Glen Parker.
- Glen then made a first call for nominations from the floor. No additional names were put forth.

6. Minutes of the last Annual Meeting

- Glen Parker presented the minutes of April 14th, 2018, noting that a link had been provided with the meeting notice sent out earlier.
- Glen gave everyone time to review the minutes and then asked for comments or questions. With no further questions or comments, Glen called for acceptance of the minutes.

Motion: Moved by Dave Vandenbroek, seconded by Sherri Wilson that the minutes of the Canadian Livestock Records Corporation Annual Meeting held April 14th, 2018 in Calgary, Alberta 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 2018 Annual Report, and highlighted a number of key points including:
 - 2018 was an exciting and challenging year.
 - We had two senior Registrars retire after 46 and 43 years' service. This was anticipated and planned for as part of our Staff Succession planning. The previous addition of two staff (one Cattle Registrar and one Equine Registrar) made for a relatively smooth transition. During the year, we also hired another staff (Sheep and Goat Registrar).

- We were fortunate to have received a grant from AAFC for the Career Training program that paid for part of one staff's salary.
- The new server was purchased, a \$42,000 investment.
- We continue to develop the Website, and resolve identified issues.
- The postal strike affected our year-end units and contributed to a deficit position.
- The Board and Staff worked together to update the Strategic Plan, focusing on staff succession, electronic services, and customer support to breeders.
- Jim recognized the staff and commented on their tenure at CLRC. As well, he expressed his appreciation to the Board Directors for their support, leadership and hard work. Jim also recognized David Trus, appointed by the Minister to the Board, for his expertise and work with the Board of Directors.

Motion: Moved by Myrna Flesch, seconded by Stacey White that the Chairman's Report and General Manager's Report be accepted as presented in the 2018 Annual Report. Carried.

- Glen Parker thanked Jim for his report, and made a second call for Nominations for Directors. No further Nominations were put forth.

9. Auditor's Report and Financial Statements

- Jim Washer presented the Auditor's Report and reviewed the Financial Statements as prepared by BDO Canada LLP. The Audit was performed according to normal auditing procedures and practices and presents fairly in all respects of CLRC as at December 31st, 2018.
- The Auditors Report explains the process, purpose and results of their audit, following standard accounting procedures. The Auditor also explained to us that their process now includes a more detailed analysis and reporting of risk, misstatements due to fraud or error, and internal controls.

Statement of Financial Position (Balance Sheet)

Assets and Tangible Capital Assets: \$191,494

- Cash position was slightly lower by @ \$7,000 to \$60,831
- Term deposits were lower due to cashing out a GIC to cover retirement payouts.
- Other receivables were lower by @ \$6,000 to \$10,160 due to new hybrid format of billing for monthly association invoicing.
- Prepaid expenses were comparable at \$13,756 which includes rent, labels, microchips, Insurance etc paid in advance.
- Tangible Capital Assets were lower by @ \$8,000 to \$9,917 due to having paid off capital expenses for office equipment (photocopiers, computers & software).
- Intangible Assets were higher by \$27,500 to \$ 37,262 due to the purchase of the new server, and website development.
- Amortization of lease agreements and websites and other capital equipment are all are based on a 5 year straight line basis.

Liabilities and Net Assets: \$238,673

- Accounts payable were lower by \$17,000 to \$104,810, including GST remittances, Audit fees, Labs, credit cards etc.
- Accrued vacation and sick leave were lower by \$32,000 due to retirements.
- Deferred Revenues were relatively unchanged at \$3,057.
- Obligations under Capital Lease were higher by \$10,000 for amortization of the new server, and contractual obligations for facility lease agreement expiring in 2019.

Net Assets (Restricted and unrestricted).

- Restricted funds are unchanged at \$185,390 and include:
 - Contingency reserve fund of \$50,438
 - Permanent Capital fund of \$44,952
 - Internally restricted fund of \$90,000
- Unrestricted funds include capital assets (photocopier) and the reserve fund of (-146,834), based on an excess of expenses over revenues less changes to capital assets.

Statement of Operations

- The bottom line shows a deficit of \$26,786 compared to a surplus last year of \$2,651.

Revenues

- Current year revenues were \$853,773 (\$132,000 lower than last year), mostly due to reduced units, less DNA testing and some special services.
 - Recoveries from Associations was down due to increased unit production.
 - Special services for programming, secretarial services, membership mailings, DNA testing, and other recoveries, as well as Government Grants of @\$30,000.

Expenses

- Expenses were lower by @ \$112,000 to 880,559.
 - Salaries were lower by @ \$36,000 due to staff retirements.
 - DNA testing was lower by @ \$26,000 to \$89,350
 - Rent and services was lower by @ \$6,000 to \$51,076
 - Postage was lower by \$13,000 to \$46,367
 - Consultant fees were lower by \$8,000 to \$8,391
 - There was a slight gain in unrealized foreign exchange.

Statement of Cash Flow and Term Deposits

- The statement shows a negative Cash Flow of \$10,297 vs \$14,560 last year.
- Term deposits were lower at \$74,787 vs \$111,577 last year, due to cashing out GIC's for staff retirements.

Motion: Moved by Mary Cork, seconded by Trenholm Nelson that the Auditor's Report and Financial Statements for 2018 be accepted as presented. Carried.

10. Appointment of Auditors

- Glen Parker indicated that CLRC was pleased with the work done by BDO LLP, and proposed staying with them for 2019

Motion: Moved by Trenholm Nelson, seconded by Sarah Middleton that BDO Canada LLP be appointed as Auditors for 2019. Carried

11. Election of Directors

- Glen Parker made a third call for Nominations for Directors. There were no further nominations.
- Glen presented the final slate of nominations for the Board including Sherri Wilson, Myrna Flesch and Glen Parker whose current terms have expired and who have accepted to let their names stand for re-election.

Motion: Moved by Colleen Acres, seconded by Kathy Ackles to accept the slate of nominations as presented, and that nominations be closed. Carried.

- Glen Parker indicated that no election was required and thanked all candidates for letting their names stand and for their interest in CLRC. Glen mentioned that there will be a short Board Meeting immediately following the Annual Meeting.

12. New Business

- As there was no official new business, Glen Parker opened the floor for questions and discussion.
- Mary Cork questioned if any associations have expressed concerns over Turnaround times. Glen and Jim reported that Turnaround is affected by many factors including DNA testing, tracebacks, staff turnovers etc. CLRC has a system to identify aged vouchers, allowing staff to complete these and improve turnaround. Glen added that the Electronic Registry should also improve Turnaround.
- Nicholas Boyd explained how he uses the electronic services and would expect that using the electronic registry should give priority service, and incomplete submissions should be identified to the breeder applicant. Nicholas also felt that he should get an automated reply that his submission has been received. Glen replied that Glenn Clark is working on an automated response system.
- Nicholas Boyd Questioned how CLRC monitors staff productivity. Jim W explained how unit production works, and he has access to daily, monthly and annual tracking of units by breed and by staff.
- Colleen Acres requested that David Trus's presentation be made available on the website. Jim Washer will confirm and provide access to the presentation.

13. Adjournment

- Glen Parker expressed thanks to the Board and Staff for all the work accomplished over the past year, and invited all delegates to join the Board in the hospitality suite for refreshments.
- Glen Parker announced that the next Annual Meeting will be held on Saturday, April 18, 2020 in Calgary, Alberta. The hotel is to be confirmed.

Motion: Moved by Nicholas Boyd that the 2019 Annual Meeting be adjourned.