

Canadian Livestock
Records Corporation



**Minutes of the Annual Meeting
2020**

October 3, 2020



Canadian Livestock Records Corporation

2020 Annual General Meeting

Minutes

The one hundred and fifteenth Annual Meeting of Canadian Livestock Records Corporation (formerly Canadian National Live Stock Records) was held by ZOOM Videoconference, Hosted from Ottawa, Ontario on October 3rd, 2020.

1. Call to order

- As Chair, Glen Parker called the meeting to order at 2:00pm and introduced himself.
- Glen indicated that in the 115 year history of CLRC, this is the first time the Annual Meeting has not been held face-to-face, and due to COVID 19, is being held by Videoconference.
- Glen confirmed the meeting was being recorded.

2. Identification of Representatives and Special Guests

- Glen Parker introduced the Board members, Staff and Guests in attendance, and welcomed all.
- Of 42 Member Associations, 16 Representatives were appointed. With 13 in attendance, quorum was confirmed.

Members in attendance:

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

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

Canadian Galloway Association: Bob Airth (CLRC Director)

Canadian Morgan Horse Association: Sherri Wilson (CLRC Director)

Canadian Highland Cattle Society: Jaylyn Ettinger

Canadian Goat Society: Sandy Howell, Callum McLeod, Russell Gammon

Canadian Meat Goat Society: Catherine Michaud

Canadian Horse Breeders Association: Katy Harrouart, Heidi Eijgel, Tina McNaughton

Also present: David Trus Animal Officer AAFC, Jim Washer CLRC General Manager, Caleigh Jerry, CLRC Cattle Registrar

3. Approval of Agenda

- Glen Parker called for additions to the Agenda. With no additions, Glen called for approval of the Agenda.

Motion: Moved by Dave Vandebroek, seconded by Bob Airth to approve the agenda as presented. Carried.

4. Moment of Reflection

- Glen Parker called for a moment of silence in reflection of breeders who passed away during the past year, including Myrna Flesch, a longtime supporter, breeder and CLRC Board Member. Glen also recognized those who have passed, and those who have lost loved ones due to COVID.

5. Chair's Address

- Glen Parker reported that 2019 started positively, and CLRC had a successful AGM, combined with Staff and Board together for a strategic planning session.
- CLRC had planned for a balanced budget, however due to staff turnovers, there were fewer units processed, and we sustained a financial loss.

- The Board recognized that we would have to increase unit costs and the number of units in order to address demands, hire additional staff, improve services, and replace aging equipment.
- A Unit Cost Study was initiated to gather data for a cost analysis. However as it slowed the system to a crawl, it was discontinued until it can be reworked, requiring programming.
- The Board approved hiring additional support to address backlog and provide training for succession planning.
- Glen commented that as he wrote his report, we were half way through COVID. Staff have been adjusting to the demands with alternating between working from home and in office, and have done a wonderful job keeping the office open and running.
- This new model, may be required and desired for a longer term, and CLRC will look into purchasing laptops to allow for working more effectively remotely.
- Glen thanked the Associations and other partners for their patience during these trying times and expressed how he looks forward to a positive 2020 and beyond.
- Glen also reported that CLRC has received interest from several Associations wanting CLRC to assume their registry. This will be investigated in coming months.
- Finally, Glen thanked the staff for their efforts, and the Directors of the Board for all their work over the past year.
- Glen indicated that Nominations for Board Director positions would normally be solicited at this time, however due to the current COVID situation and hosting the Annual Meeting via Video Conferencing, nominations had been solicited prior to the Annual Meeting. As CLRC received the same number of interested candidates as there are positions, we would be presenting a full slate of Directors and no election is required.

6. Minutes of the last Annual Meeting

- Glen Parker presented the minutes of April 13th, 2019, 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 Trenholm Nelson, seconded by Callum McLeod that the minutes of the Canadian Livestock Records Corporation Annual Meeting held April 13th, 2019 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 2019 Annual Report, and highlighted a number of key points including:
- Who would have imagined 100 years ago that CLRC would be able to gather people from all across Canada (or further) to meet and discuss CLRC business on a computer screen. And who could have imagined now that the world would come to a screeching halt as we were advised to stay home. COVID has certainly taught us a lot.
- Jim commented that he wrote his report from his Home Office, and now, all CLRC staff have home offices, and are working on rotation from home and on-site.
- Jim expressed his pride in staff for keeping the office open through some difficult periods this past year, and although there have been some slowdowns, we did not lose a single day to COVID.
- At the last annual meeting held in Ottawa, CLRC presented developments and new features of the Website and updates to the Electronic Registry. We also had an interactive session with members who gave us a

resounding message that they wanted to see continued investments in electronic services, improved customer experience, and reduced turnaround times. As such, the predominant focus for 2019 was for significant development in our systems and as it turned out, our staffing.

- Jim reported that many features of the Website were improved as requested, including enhanced on-line registration, search functions, increased data display, and many other features that have received positive reviews.
- However, we also had some challenging staffing changes. In spite of a projected surplus for the year, we closed out with a year-end deficit of over \$78,000.
- After many new hires, Jim believes CLRC has a very strong staff team, including seven Registrars, and he is pleased to see that staff are currently processing significantly more units than the same period last year. Turnaround times have also improved significantly.
- After 43 years of service, Glenn Clark announced his retirement for April 2020. Jim indicated that he is currently in the process of hiring and training a replacement. Although we have a contract programmer on retainer, this will delay our schedule for some programming changes and developments.
- In closure, Jim expressed his appreciation to the staff, and the Board of Directors for their continued support and leadership of CLRC.

Motion: Moved by Sherri Wilson, seconded by Dave Vandebroek that the Chairman's Report and General Manager's Report be accepted as presented in the 2019 Annual Report. Carried.

- Glen Parker thanked Jim for his report.

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, 2019.
- 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: \$226,614

- Cash position was slightly lower by @ \$15,000 to \$74,857
- Term deposits were lower due to staff payouts for retirements.
- Other receivables were higher by @ \$9,000 to \$19,889
- Prepaid expenses were comparable at \$12,678 which includes rent, labels, microchips, Insurance etc. paid in advance.
- Tangible Capital Assets were lower by @ \$5,500 to \$4,235 due to having paid off capital expenses for office equipment (photocopiers, computers & software).
- Intangible Assets were lower by \$9,000 to \$ 28,447 due to paying off capital for the server and website.
- 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: \$259,296

- Include accounts payable, accrued vacation, sick leave, dues to Breed Associations, deferred revenues and other obligations totaling \$291,000 (note 6).

Net Assets (Restricted and unrestricted).

- The Contingency Reserve Fund and Permanent Capital Fund were adjusted for previous payouts to staff for retirements and accrued sick leave, leaving a balance of \$60,423 in the Internal Restricted Fund.
- Unrestricted funds include capital assets (photocopier) and the reserve fund of (97,262), based on an excess of expenses over revenues less changes to capital assets.

Statement of Operations

- The bottom line shows a deficit of (\$78,430) compared to a previous deficit last year of (\$26,786).

Revenues

- Current year revenues were \$882,844, approximately \$30,000 higher than last year, mostly due to DNA testing.

Expenses

- Expenses were higher by approximately \$80,000, also due to increased DNA testing and extra consultant work.

Statement of changes to net assets

- Refers to the Reserve Fund and shows a net loss of \$32,604. Approximately \$125,000 was transferred from Contingency Fund to the Reserve Fund for previous payouts to staff for retirements and accrues sick leave, which also positively affected the negative Reserve Fund.

Statement of Cash Flow and Term Deposits

- The statement shows a negative Cash Flow of (\$63,234) vs (\$10,297) last year.
- Term deposits were lower by \$14,000 to \$60,423 with nothing significant to report.

Jim commented that overall, they were disappointed with the financial results, but understand it was due to staff turnovers, and he expects 2020 to be a productive year.

Motion: Moved by Sherri Wilson, seconded by Dave Vandebroek that the Auditor's Report and Financial Statements for 2019 be accepted as presented. Carried.

10. Appointment of Auditors

- Glen Parker indicated as part of due diligence, CLRC went to market and solicited offers from five Auditing Firms for 2020. We received three expressions of interest. After careful and thorough reviews, the Board is Recommending to engage Kelly, Huibers, and McNeely for Auditors ending December 31st, 2020.

Motion: Moved by Trenholm Nelson, seconded by Russell Gammon that Kelly, Huibers, McNeely be appointed as Auditors for the year ending December 31st, 2020. Carried

11. Election of Directors

- Glen Parker presented the slate of nominations for the Board including; Dave Vandebroek, Sherri Wilson, Trenholm Nelson, Sandy Howell, Tina McNaughton, and himself, Glen Parker for the year 2020-2021. David Trus continues to sit as the appointed Representative of the Minister.

Motion: Moved by Callum McLeod, seconded by Sherri Wilson to accept the slate of Directors as presented. Carried.

12. New Business

- There was no new business.

13. Adjournment

- Glen Parker expressed thanks to the Board and Staff for all the work over the past year.
- Glen indicated that traditionally at this time, he invites everyone back to the hospitality lounge for a drink and to socialize. Unfortunately, this will not be the case this year, and Glen hopes to have everyone together next year.
- Glen Parker announced that the next Annual Meeting is currently scheduled for April 17th, 2021, dependent on COVID.

Motion: Moved by Trenholm Nelson that the 2020 Annual Meeting be adjourned.