

Canadian Livestock Records Corporation



Minutes of the Annual Meeting 2018

April 14, 2018



Canadian Livestock Records Corporation

2018 Annual General Meeting

Minutes

The one hundred and thirteenth Annual Meeting of Canadian Livestock Records Corporation (formerly Canadian National Live Stock Records) was held at the Executive Royal Hotel in Calgary, Alberta on April 14th, 2018.

1. Call to order

- As Chair, Glen Parker called the meeting to order at 1:45pm and introduced himself.

2. Identification of Representatives and Special Guests

- Glen Parker introduced the staff, and current Board Directors, as well as Bob Airth, a former Chair of CLRC who was in attendance.
- Glen welcomed all members and guests and invited everyone to introduce themselves.
- Of 42 Member Associations, 24 Representatives were appointed. With 23 in attendance. Quorum was confirmed.

Members in attendance:

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

Canadian Sheep Breeders Association: Glen Parker (CLRC Director), Stacey White (CLRC Director), Trenholm Nelson, Linda Brandes, and Lorea Tomsin.

Canadian Swine Breeders Association: Dave Vandenbroek, President (CLRC Director)

Welsh Pony & Cob Society of Canada: Brenda Harder, Lea Anne Kroll

Canadian Speckle Park Association: Rod Remin (CLRC Director)

Canadian Dexter Cattle Association: Adrian Hykaway

Canadian Morgan Horse Association: Sherri Wilson (CLRC Director) and Arlene MacKenzie

Canadian Percheron Horse Association: Kathy Ackles

Canadian Sport Horse Association: Barb Jackson, Marie MacAulay

Canadian Highland Cattle Society: Jaylyn Ettinger, Jack Fraser

Canadian Galloway Association: Sarah Middleton

Canadian Fjord Horse Association: Gordon Fulton

Canadian Luig Cattle Association: Glenn Webber

Canadian Warmblood Horse Breeders Association: Jennette Coote, Janine Olson

Also present: David Trus Animal Officer AAFC, Jim Washer General Manager CLRC, Glenn Clark CLRC Systems Manager, Bob Airth, Rita Hykaway, Wim Vanberkel.

3. Approval of Agenda

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

Motion: Moved by Barb Jackson, seconded by Glenn Webber to approve the agenda as presented. 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 2017 was both an exciting year and one of adaptation.
- Glen commented on his excitement of projects in development and of things to come in 2018, including the launch of the new Website, Electronic Registry and purchase of a new Server.
- Glen welcomed the two new staff Registrars, and thanked current staff and Board for their work over the year.
- The Board continues its review and development of the Strategic Plan, which provides CLRC with a positive focused future. Glen credited Staff and Board for completing the year, with all its challenges, with a year-end surplus.
- 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. Two Directors are letting their names stand for re-election; Dave Vandebroek (Swine) and Rod Remin (Speckle Park). Stacey White has decided not to run for re-election in order to pursue his Veterinary Practice and farm interests.
- 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 8, 2017, and asked for comments or questions. With no further questions or comments, Glen called for acceptance of the minutes.

Motion: Moved by Adrian Hykaway, seconded by Barb Jackson that the minutes of the Canadian Livestock Records Corporation Annual Meeting held April 8, 2017 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 2017 Annual Report, and highlighted a number of key points including:
 - 2017 was both an exciting year, and one of trepidation. Although we anticipated launching the new Website several months ago, we realized that it was much more complex than anticipated, and there were security issues that needed to be resolved. These issues have been addressed, and we are confident that the new site will perform to expectation and support many additional features when launched in the next few weeks.
 - As part of staff succession planning, two additional Registrars were hired: Jenna Andrews as Cattle Registrar and Jennifer Armstrong in Equine. Jenna's position was offset in part by funding received through the Career Focus Program from AAFC. We also received funding for 2 summer students. With the support from these positions, and a concerted effort from all staff, we were able to reduce turnaround to an average of 10 working days.

- We have subsequently received funding for another Career Focus Program for Registrar Sarah Holmes who is currently training in Sheep and Goats.
- We completed the assessment of the Server, backup system and firewall security, and the Board approved replacement purchase of these for 2018, which is currently in progress.
- Financially we ended the year with a small surplus, and processed slightly more work units than the previous year.
- Jim introduced and thanked the Staff and commented on their tenure at CLRC, as well as 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.
- Finally, Jim commented on a number of items that are forefront for development in 2018 including the completion and launch of the Website and electronic services, developing banking services, continuing with staff training and development, further attention in turnaround times and continuation of the Strategic Plan.

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 2017 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 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 31st, 2017.
- The Auditors Report states that there were no significant changes from the previous year and their opinion is that the report presents the actual position of CLRC financials.
- Jim commented that 2017 was a productive year in both program development and financially. We realized an increase in revenues of @ \$50,000 over last year through Government grants, increased Units, and other revenue lines. These monies were invested in hiring and training two new Registrars, completing the upgrades of computer equipment, and developing the new website and electronic registry. Albeit with increased expenses, there was still a small surplus \$2,651.

Statement of Financial Position (Balance Sheet)

Assets and Tangible Capital Assets: Total = \$289,049

- Includes combined Cash, Term Deposits, and receivables.
- Tangible Capital Assets includes acquisitions and amortization of photocopiers, computers, software, office equipment and lease hold improvements.
- Intangible Assets includes the website and web developments.

Liabilities and Net Assets: Total = \$289,049

- Accounts payable includes USD Funds Account, work done by Labs, GST and HST remittances, Credit Cards etc.
- Other liabilities includes accrued vacation, deferred revenues, and Capital lease of equipment.
- Net Assets includes restricted funds for contingency and capital equipment as well as unrestricted funds.

Statement of Operations

- The bottom line shows a surplus of \$2,651 compared to a deficit last year of (\$13,657).

Revenues

- Current year revenues were \$985,916 (\$50,000 higher than last year) and includes;
 - Recoveries from Associations due to increased unit production.
 - Special services for programming, secretarial services, membership mailings, DNA testing, and other recoveries, as well as Government Grants of @\$33,000.

Expenses

- Expenses were \$992,432, higher than last year by @ \$42,500.
- Salaries were higher due to additional staff and small increases for cost of living.
- Of the many other expenses, some lines increased and some decreased. Of significance, postage was higher by \$8,000 due to Canada Post rate increases, Board of Directors costs were higher by \$6,000 due to travel to the Annual Meeting in Ottawa, but Staff expenses were lower due to the Annual Meeting being in Ottawa.

Statement of Cash Flow

- The statement shows a positive Cash Flow of \$14,650 vs \$6,426 last year.

Term Deposits

- Term deposits were comparable at \$111,577 vs \$110,505 last year.

Motion: Moved by Barb Jackson, seconded by Dave Vandenbroek that the Auditor's Report and Financial Statements for 2017 be accepted as presented. Carried.

10. Appointment of Auditors

Glen Parker indicated that CLRC was pleased with the work done by BDO LLP, and suggested staying with them for 2018

Motion: Moved by Barb Jackson, seconded by Myrna Flesch that BDO Canada LLP be appointed as Auditors for 2018. Carried

There was a question from the floor on how long BDO has been the Auditors for CLRC. Glen and Jim responded that at least since 2010. Apparently, there was a corporate takeover around that time, so they may actually have been doing the CLRC books prior to that date under a different name.

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 the two existing Directors Rod Remin (Speckle Park) and Dave Vandenbroek (Swine) whose terms have expired and who have submitted their names for re-election, as well as two new candidates Sarah Middleton (Galloway) and Trenholm Nelson (Sheep), who submitted their names in advance of the Annual Meeting.
- All candidates were asked if they would let their names stand. All candidates accepted

Motion: Moved by Stacey White, seconded by Myrna Flesch to accept the slate of nominations as presented, and that nominations be closed. Carried.

- Glen indicated that as we have more nominations than there are positions, an election is required.
- Jim displayed the slate of nominations on the screen for all to see.
- Glen invited each candidate to introduce themselves, why they are running for the Board and what they offer to CLRC. Each candidate presented themselves.
- Ballots were distributed to all eligible voting members.
- Glen indicated that each elector was to choose three (3) candidates from the panel of four (4). The top three (3) candidates with the most votes would serve a term of two (2) years.
- Glen asked David Trus and Wim Vanberkel to act as election scrutineers.

Results:

- Following elections, David Trus reported the results as follows.
 - Dave Vandenbroek, Sarah Middleton and Trenholm Nelson were elected for two year terms.
- **Motion:** Moved by Myrna Flesch, seconded by Adrian Hykaway that the ballots be destroyed. Carried.
- Glen Parker thanked all candidates for their interest in CLRC and for running for the Board, and welcomed the new Directors. Glen mentioned that there will be a short Board Meeting immediately following the Annual Meeting.

12. Presentation by David Trus. “Key Characteristics of Successful Associations”.

- David Trus made a Power Point presentation on some of the Key Characteristics of Successful Associations, and offered to provide copies to anyone interested. Based on the interest, Jim Washer will make these available on the CLRC Website following the Annual Meeting.

Some of the Key Discussion Points Include:

- What Does Successful Look Like
- It's a People Business
- Purpose of the APA, Associations and Genetic Improvement
- Taking Care of Business
- Changing Authorities
- By-Law Amendments
- Planning for the Future
- Feedback is Good

David provided the following detailed comments:

- Associations are always thought of as being about Breed Improvement and Genetics. However, over the years, the majority of issues he has had to deal with are more about running an association; people issues.
- David also commented on the positive direction and management of CLRC, both at the staff and Board levels. CLRC is a good example of a well-run association.
- It is important for any association to have a clear purpose and direction and ensure everyone is engaged and focused on achieving that. Be enthusiastic about your association and the purpose.
- Association management must be a long term commitment, with a responsibility for continuity.
- Associations are responsible to their members, but it is also the responsibility of members to participate and contribute.
- The APA provides a framework that supports a competitive industry through genetic improvement.
- Associations have a financial requirement and responsibility for the welfare of the association.
- Registrations are a key purpose of each association.
- Every association should have a strategic plan for supporting operations and genetic improvements, as well as succession planning.
- If there are issues, be proactive and communicate with your membership.
- Official changes to an association require a formal process, and the leadership should be aware of these processes. However the membership has the highest authority for an association.
- Every association should maintain a "Policy and Procedures Manual" to ensure consistency.
- Association by-laws are important and should be regularly reviewed and maintained current. David indicated that he is available to assist associations with understanding or making changes to by-laws.
- David referenced 2 documents that he has available here today, and which will be made available on the CLRC Website, as well as the Power Point presentation.
 1. APA Backgrounder
 2. Value of Registrations and Transfers
- Glen Parker thanked David for his informative presentation.

13. New Business

- There was no new business.

14. 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 13, 2019 in Ottawa, Ontario. The hotel to be confirmed.

Motion: Moved by Adrian Hykaway that the 2018 Annual Meeting be adjourned.