

**ICF-Toronto 2016 Annual General Meeting - MINUTES**  
**January 20, 2016, 6:30 – 7:20pm**  
**Courtyard Marriott - Toronto, ON**

1) **Welcome** – Mia Eng

- The Annual General Meeting (AGM) meeting was opened at 6:34 pm by Chapter President, Mia Eng.

**Noting of Quorum** – Mia Eng

- Proper notice of the meeting was served to all 182 active Members of the Chapter 30 days in advance of the AGM
- Quorum at the AGM is 10% of the total of active Chapter Members that meet the ICF Chapter Membership Eligibility Requirements (CMER). With a total of 182 active ICF Toronto Chapter Members in good standing, at least 18 voting Members (including proxies received in advance of this meeting) are required to meet quorum.
- With 30 voting Members present along with 0 proxies (Appendix A), the meeting continued with quorum.

2) **Approval of Agenda for the 2016 AGM** – Mia Eng

- The meeting's agenda was reviewed by the Members in attendance.
- **MOTION:** To approve the Agenda for the 2016 Annual General Meeting of the ICF Toronto Chartered Chapter. Moved by Mia Eng and seconded by Nance McLeod-Lutchin – Motion CARRIED.

3) **Review and Approval of Minutes of last Annual General Meeting** – Mia Eng

i. ICF-Toronto 2015 AGM Minutes – January 21, 2015

- Hardcopies of the January 21, 2015 AGM minutes were provided to Members in attendance at this year's AGM. The Members were asked to read the minutes and review for any suggested revisions.
- **MOTION:** To approve the Minutes from the 2015 Annual General Meeting of the ICF Toronto Chartered Chapter. Moved by Mia Eng and seconded by Anne Hurtubise - Motion CARRIED.

4) **Financial Review** – Jerome Zeyen

i. Approval of 2014/15 ICF-Toronto Financial Statements – Ending February 28, 2015

- Treasurer Jerome Zeyen discussed final audited financial statements for the fiscal year March 1, 2014 – February 28, 2015 prepared by Baratz Judelman Preisz Pajak, Chartered Accountants.
- **MOTION:** To accept the 2014/15 Financial Statements as reviewed by Baratz, Judelman, Preisz, Pajak – Chartered Accountants. Moved by Jerome Zeyen and seconded by Anne Hurtubise - Motion CARRIED.

ii. Appointment of Auditor

- Jerome Zeyen requested that the Chapter make a motion to re-appoint Baratz Judelman Preisz Pajak, Chartered Accountants to review the 2015-2016 financial reports.

**ICF-Toronto 2016 Annual General Meeting - MINUTES**  
**January 20, 2016, 6:30 – 7:20pm**  
**Courtyard Marriott - Toronto, ON**

- **MOTION:** To re-appoint Baratz, Judelman, Preisz, Pajak – Chartered Accountants as the firm to review our upcoming 2015/16 Financial Statements. Moved by Jerome Zeyen and seconded by Patricia Muir - Motion CARRIED.
- iii. Current budget position
- Jerome Zeyen presented our bank account balance at end of year December 31, 2015.
  - He also presented the current financial report for the period starting March 1, 2015 with a partial projection to the end of the fiscal year, February 28, 2016.

### YOY Financial Position

|                          | 28-Feb-2015    | 28-Feb-2014   |
|--------------------------|----------------|---------------|
| <b>ASSETS</b>            |                |               |
| Cash                     | 100,331        | 71,016        |
| Accounts Receivable      | 5,911          | 2,702         |
| Prepaid Expenses         | 932            | 998           |
| <b>Assets Total</b>      | <b>107,174</b> | <b>74,716</b> |
| <b>LIABILITIES</b>       |                |               |
| <b>Liabilities Total</b> | <b>12,171</b>  | <b>5,799</b>  |
| <b>NET ASSETS</b>        |                |               |
| <b>Operating Fund</b>    | <b>95,003</b>  | <b>68,917</b> |



- 5) **Membership Updates – Derrick Navarro**
- i. ICF Chapter Membership Eligibility Requirements (CMER) in effect
    - Vice President Derrick Navarro presented information on the Chapter Membership Eligibility Requirements (CMER)
    - In 2012/13 ICF-Global updated their Membership Eligibility Requirements (MER) for joining ICF Global
    - This policy has been rolled out across all Chapters during the 2014-2015 year
    - The CMER Policy was to be implemented at all Chartered Chapters by December 31, 2015
    - Internal communications shared with the Chapter in October 2015 (Member Meeting and the subsequent eNewsletters)
  - ii. Membership / Affiliate Cycle and Annual Dues
    - Derrick Navarro provided an overview of an update to the Membership / affiliate cycle
    - Membership cycle aligned with ICF Global’s cycle – April 1<sup>st</sup> – March 31<sup>st</sup> each year
    - Same cycle applies to Chapter Affiliates as well

**ICF-Toronto 2016 Annual General Meeting - MINUTES**  
**January 20, 2016, 6:30 – 7:20pm**  
**Courtyard Marriott - Toronto, ON**

6) **Chapter Bylaw Amendments** – Derrick Navarro

iii. Proposed amendments emailed to Chapter on December 21, 2015

- Derrick Navarro presented the proposed amendments
- Updated Article III. Chapter Membership – added language regarding CMER
- Updated Article IV. Chapter Dues – adjusted the annual Membership cycle from April 1<sup>st</sup> to March 31<sup>st</sup>
- Updated Article V. Membership Meeting & Voting – CMER policy stipulates that voting on Chapter business is exclusive to ICF Toronto Members in good standing
- **MOTION:** To accept the proposed amendments of the ICF Toronto Chapter Bylaws as shared with the Chapter on December 21, 2015. Moved by Derrick Navarro and seconded by Cynthia Callouri – Motion CARRIED.

7) **President’s Update** – Mia Eng

i. Introduction of Current Board of Directors

Executive Committee – 2015/16:

- |                   |                                     |
|-------------------|-------------------------------------|
| • Mia Eng         | President, Executive Committee      |
| • Derrick Navarro | Vice President, Executive Committee |
| • Janice Cunning  | Secretary, Executive Committee      |
| • Jerome Zeyen    | Treasurer, Executive Committee      |

Board of Directors – 2015/16:

- |                       |  |
|-----------------------|--|
| • Claudia Adair       | Director / Committee Chair, Partnerships/Sponsorship     |
| • Cynthia Callouri    | Director / Committee Chair, PRISM                        |
| • Kathryn Healy       | Director, Membership Meetings                            |
| • Meena Kaila-Gambhir | Director / Committee Chair, ICW & Community Involvement  |
| • Elena Khomenko      | Director / Committee Chair, Marketing and Communications |

Chapter Support:

Mia also acknowledged our administrative support team at Virtual-Option

- |                 |                          |
|-----------------|--------------------------|
| • Kim Leitch    | Administrative Contact   |
| • Arlene Larkin | Administrative Assistant |
| • Dianne Moon   | Accountant               |
| • Lorie Winter  | Bookkeeper               |
| • Marian Tripp  | CEO                      |

ii. Review of Chapter Vision & Chapter Requirements

- Mia Eng shared the ICF-Toronto’s updated Vision Statement
  - As the Toronto Chartered Chapter of the International Coach Federation (ICF), we are in service to humanity flourishing, and we represent the highest-quality standard and lead the advancement of professional coaching.

**ICF-Toronto 2016 Annual General Meeting - MINUTES**  
**January 20, 2016, 6:30 – 7:20pm**  
**Courtyard Marriott - Toronto, ON**

- Mia Eng shared the ICF-Toronto’s Chapter requirements
  - Follow ICF strategic plan and vision
  - All Board Members are ICF Global Members
  - Offer professional development and CCEUs
  - Use the ICF brand in all communications material
  - Participate in International Coaching Week (ICW)
  - Do pro bono coaching projects within their community
  - Annual activity / program and financial reporting
  
- iii. 2015 Chapter Goals and Key Activities & Highlights
  - Mia Eng gave an overview of the Chapter achievements from 2015/16 including building on momentum of the conference, sponsorships, member survey, and continued growth in the member meetings.
  - Mia congratulated Rogers Communications on its PRISM award from the ICF-Global
  - Mia shared the progress report on ICF-Toronto’s 2015/16 Strategic Priorities
    - Membership
    - Professional Development
    - Partnerships
  - Mia shared the ICF Global Strategic Priorities (2015-2017)
    - ICF Members represent excellence in professional coaching
    - ICF is the most relevant professional coaching organization
    - ICF has the strongest global brand
    - ICF promotes professional coaching
    - ICF fosters professional coaching, coaching skills and coaching mindset being an integral part of society
  - Mia shared the ICF-Toronto’s 2016/17 Strategic Priorities
    - Membership
    - Professional Development
    - Partnerships
    - Chapter Membership Eligibility Requirements (CMER)

**8) Election of 2016-2017 Board of Directors – Mia Eng**

- i. Active Members of the Chapter are eligible to vote in person or by proxy
- ii. Nominations are now closed – there will be no nominations from the floor of the meeting
- iii. Explanation of the nominations process, elections process, and voter eligibility
- iv. Presentation of candidates up for Election/ Re-election to the Board of Directors
- v. Vote by Members
  - Mia Eng provided an overview of the Nominations Process
  - With respect to Chapter by-laws (Article 111, Section 4 and Section 5) the Board developed a time line for the nominations process
  - Mia Eng acknowledged and thanked Chapter Members, Darlene Chrissley and Anne Hurtibuse for their support as volunteers on this year’s Nominations Committee
  - The Nominations Committee interviewed nominees and made its selection based on criteria met, and or, exceeded

**ICF-Toronto 2016 Annual General Meeting - MINUTES**  
**January 20, 2016, 6:30 – 7:20pm**  
**Courtyard Marriott - Toronto, ON**

- Mia Eng introduced the new nominees Julian Humphreys, Rachel Levy, Nance MacLeod-Lutchin, and Barb Rosen-Schreiber and welcomed them on behalf of the nominations Committee and the Current Board of Directors
  - Mia Eng introduced the directors who were slated for re-election: Claudia Adair, Cynthia Calluori, and Meena Kaila-Gambhir.
  - Mia Eng acknowledged the five Directors who are continuing in their terms. These Directors are Mia Eng, Kathryn Healey, Elena Khomenko, Derrick Navarro, and Jerome Zeyen.
  - To conclude, Mia Eng acknowledged Janice Cunning who is leaving the Board after five + years of service.
- **MOTION:** To accept the 2016/17 Board Slate as proposed to the Chapter on November 20, 2015, by the Nominating Committee. Moved by Mia Eng and seconded by Jennifer Lynn - Motion CARRIED.

**9) Any Additional Business**

- No new business was brought forth.

**10) Adjournment**

- January Member Meeting to follow adjournment of the AGM.
- Mia Eng made a motion to adjourn the 2016 AGM at 7:20pm
- **MOTION:** To adjourn the 2016 Annual General Meeting of the ICF Toronto Chartered Chapter. Moved by Mia Eng and seconded by Jerome Zeyen - Motion CARRIED.

ICF-Toronto 2016 Annual General Meeting - MINUTES  
January 20, 2016, 6:30 – 7:20pm  
Courtyard Marriott - Toronto, ON

APPENDIX A

VOTING MEMBERS IN ATTENDANCE: 30

| Last Name       | First Name | Sign-in # |
|-----------------|------------|-----------|
| MacLeod-Lutchin | Nance      | 1         |
| Zeyen           | Jerome     | 2         |
| Healey          | Kathryn    | 3         |
| Ellis           | Carol      | 4         |
| Calluori        | Cynthia    | 5         |
| Muir            | Patricia   | 6         |
| Anderson        | Dianne     | 7         |
| Rosen Schreiber | Barb       | 8         |
| Hurtubise       | Anne       | 9         |
| Kaila-Gambhir   | Meena      | 10        |
| Rooney          | Colleen    | 11        |
| Eng             | Mia        | 12        |
| Currie          | Natalie    | 13        |
| Hutchinson      | David      | 14        |
| Wanless         | Melanie    | 15        |
| Greenaway       | Dorothy    | 16        |
| Levy            | Rachel     | 17        |
| Iwasiw          | Tom        | 18        |
| Navarro         | Derrick    | 19        |
| Cunning         | Janice     | 20        |
| Morassutti      | Joy        | 21        |
| Fernandez       | Rose-Marie | 22        |
| Adair           | Claudia    | 23        |
| Lulka           | Silvia     | 24        |
| Cribbin         | Heather    | 25        |
| Bennett         | Jo         | 26        |
| Lynn            | Jennifer   | 27        |
| Ientile         | Francesco  | 28        |
| Humphreys       | Julian     | 29        |
| Lungu           | Corina     | 30        |