



**ANNUAL GENERAL MEETING  
FRIDAY, MAY 24, 2024 AT 3:00 PM EASTERN  
Four Points by Sheraton Hotel, Gatineau, Quebec**

**AGENDA**

- 1) Call to Order – Joe Ferraro, Presiding
- 2) Confirmation of Notice of Meeting and Quorum
- 3) Anti-trust Law Compliance: CPCA is committed to anti-trust law compliance and anti-competitive practices in the marketplace. CPCA will conduct itself in accordance with the Canadian Federal “Competition Act”; and any amendments to the Act.
- 4) Adoption of Agenda
- 5) Adoption of the Minutes of the 2023 AGM
- 6) Financial Statements for the year ending December 31, 2023
- 7) Appointment of the Auditor for 2024
- 8) Chair’s Report
- 9) Nominations Report
- 10) Adjournment



**ANNUAL GENERAL MEETING**  
**Friday, May 25, 2023 at 3:00 PM Eastern**  
**Pillar & Post Inn, Niagara-on-the-Lake, ON**

**MINUTES**  
(Draft June 19, 2023)

**1. Call to Order**

J Ferraro called the meeting to order at 3:05 PM, welcomed all attendees and asked that the Executive Director, Peter Waite serve as Secretary of the meeting.

**2. Anti-trust Law Compliance:**

J Ferraro read the following policy statement:

CPCA is committed to anti-trust law compliance and anti-competitive practices in the marketplace. CPCA will conduct itself in accordance with the Canadian Federal “Competition Act” and any amendments to the Act.

**Motion:** Moved by Stephane Meunier and seconded by Paul Bastel to approve the Anti-trust Law Compliance statement.

Carried

**3. Confirmation of Notice of Meeting and Quorum**

P. Waite reported that the Notice of the Meeting was provided to members on March 22, 2023. P. Waite noted that a quorum of member firms were represented. The Chair declared that a quorum was present, and the meeting duly constituted for business.

**4. Approval of Agenda**

**Motion:** Moved by François Gagné and seconded by Paul Bastel to accept the agenda as circulated.

Carried

**5. Financial Statements for the year ending December 31, 2022**

P Bastel presented December 31, 2022 financial report. He noted that as the CPCA is not yet incorporated, there is no legal requirement for an audit. However, we do have an accounting firm prepare a “compilation engagement report” each year on our financial activity. The report was prepared by Key Financial Group LLP.

**Motion:** Moved by Paul Bastel and seconded by François Gagné to accept the financial statements.

Carried

## **6. Chair's Report**

J Ferraro reviewed the achievements of the past year notably the change in management firms and welcomed the new team from Association and Events Management International. He expressed gratitude to all the member firms for their support of the association and participation in the various industry surveys that form an important part of the value proposition of the CPCA. He noted that the Directors and other volunteers had put enormous effort into helping the association conduct its activities and thanked them.

## **7. Nominations Report**

P Bastel, in his role as Past Chair, noted that in 2022 the following had been elected for a two year term and thus would continue in their roles for another year:

JOE FERRARO	SAMSON CONTROLS, INC.	CHAIR
SEAN KOZICKI	WESTECH	VICE CHAIR
PAUL BASTEL	PHOENIX CONTACT	TREASURER
LLOYD CLARKE	WIKI	
KEN BURNETT	ABB	
MEHDI SHEIKHZADEH	LAMBTON COLLEGE	
JOHN PYE	WAJAX	
ERIC MAIER	EVEREST AUTOMATION INC	
FRANÇOIS GAGNÉ	ENDRESS + HAUSER	
PETER SIKORA	EMERSON	

## **8. Adjournment**

There being no further business, the Chair declared the Annual Meeting of Members terminated at 3:25 PM.

## Call for Nominations

CPCA invites members to indicate their interest in serving on the Board of Directors. There are four Director positions available which will be filled at the AGM on Friday, May 24, 2024. The Term of Office is two years, with Directors eligible to serve more than one terms. The Board conducts its work through bi-monthly Zoom meetings. Directors are expected to also participate in and serve as Board liaison to at least one CPCA Committee. Those interested in serving on the Board of Directors are invited contact Peter Waite, Executive Director at the CPCA office by May 7, 2024 at [pwaite@cpc-a-assoc.com](mailto:pwaite@cpc-a-assoc.com)

Members are also welcome to participate in our committees, brief descriptions of which follow:

### Events

The Events Committee is responsible for planning in-person and online events such as the Annual Conference, seminars and webinars. The committee also organizes site visits to member and non-member manufacturing facilities.

### Industry Statistics

The Industry Statistics Committee is responsible for designing the range and content of CPCA's industry surveys. They are currently:

- Quarterly Bookings Report
- CEO Business Conditions
- Income/Expense Ratio
- Annual Industry Report
- Compensation & Benefits (prepared by ElectorFed)
- Product Report (prepared by ElectorFed)
- CPCA Annual Industry Forecast (prepared by Global Automation)

### Marketing

The Marketing Committee is responsible for overseeing:

- Membership renewal and recruitment
- The exploration of new membership programs and membership benefits
- Internal communication to members including the periodic e-News that is distributed through the member email list
- External communications through LinkedIn postings, ads in the CPECN Magazine and other related 3rd party websites
- The website, which includes the member and non-member areas

### Training

The Training Committee is responsible for overseeing the design and execution of training opportunities for members. Training programs are focused on three key areas:

1. Leadership
2. Sales
3. Technical

Please get in touch with Peter and he will provide you with any further information you may require.