



103rd Annual General Meeting - Minutes
April 23, 2024 • 1:00 pm – 2:00 pm EDT
Virtual

1. Welcome from the President

The President, Jeffrey Weafer welcomed everyone to the meeting and welcomed special guests:

- Benoit Groulx, CPA from Baker Tilly

President Weafer paid respect to and acknowledged the traditional lands on which the meeting was being held.

2. Call to Order

The meeting was called to order at 1:03 pm ET and the 2023-2024 FSAC Board of Directors was introduced. It was confirmed that Tamara Hudson would act as poll clerk for the meeting.

The Chair declared that quorum was achieved and that the 2024 Annual General Meeting of the Funeral Service Association of Canada was duly and properly constituted and in session.

3. Adoption of the Agenda

No notice of any matter was received from the membership.

Motion 1:

To adopt the agenda, as presented.

Moved by: Jeffrey Weafer **Seconded by:** Steven Reynolds
CARRIED

4. Approval of the June 7, 2023 102nd AGM Minutes

Presentation of the Minutes of the 2023 Annual General Meeting.

By approval of the Governance Committee, under the Motion by the Members at the 2023 Annual General Meeting, the Minutes have been reviewed and approved by the Governance Committee.

Motion 2:

To approve June 7, 2023, Minutes of the Annual General Meeting.

Moved by: Jeffrey Weafer **Seconded by:** Janet Ricciuti
CARRIED

4. Appointment of Minutes Approving Committee for the 2024 AGM Minutes

The board is recommending the Governance Committee be appointed to review and approve the Minutes of the 2024 Annual General Meeting.

Motion 3:

To appoint the Governance Committee to review and approve the Minutes of the 2024 Annual General Meeting.

Moved by: Jeffrey Weafer **Seconded by:** Ray Fournier

CARRIED

4. President's Remarks and Report – Jeffrey Weafer

The President shared a reflection of the past year of FSAC, including highlights, accomplishments, and challenges.

President Weafer acknowledged Pam Moss, Executive Director of FSAC, and her contributions to the association and thanked the Board of Directors.

5. Treasurer's Report | Finance Committee – Ray Fournier

In the fiscal year 2023, FSAC maintained its strong financial position, operating at nearly break-even despite encountering slightly lower-than-anticipated revenue from FSAC's 2023 conference and tradeshow. This minor shortfall was mitigated by prudent financial management and a steadfast commitment to fiscal responsibility.

The Treasurer invited Benoit Groulx to speak to the 2023 audited financial statements.

a. 2023 Audited Financial Statements

Mr. Groulx addressed the 2023 audited financial statements and explained the role of the auditor. He reported that there are no issues with the financial position and reporting as of December 31, 2023.

The Treasurer thanked Mr. Groulx and Baker Tilly for their work and attending the AGM.

Motion 4:

The 2023 audited financial statements be adopted as presented.

Moved by: Ray Fournier **Seconded by:** Allan Cole

CARRIED

b. Appointment of the Auditor for the 2024 Fiscal Year

The Finance Committee recommended the Board appoint the firm of Baker Tilly Ottawa LLP as auditors for the 2024 fiscal year.

Motion 5:

To appoint the firm Baker Tilly Ottawa LLP as auditors for the year 2024.

Moved by: Ray Fournier **Seconded by:** Heather Kiteley

CARRIED

6. Executive Director's Report – Pam Moss

The Executive Director provided highlights of the past year, including her transition into her new role as Executive Director of FSAC. It has been a year of great learning, and strides in a positive direction. A new website and membership platform were highlighted as well as recruitment resources that will be available to members in 2024.

8. Election of Incoming 2024-2025 Board Directors

Jeffrey Weafer presented the regional nominees for the 2024-2025 Board of Directors.

Nominees(s) for regional representatives were received as follows:

- Western Region, Janet Ricciuti
- Central Region, Simon Dubé
- Central Region, Steven Reynolds
- At-Large, Heather Kiteley
- Supplier, Ray Fournier

Motion 6:

To approve the slate of nominees as elected to the FSAC Board of Directors.

Moved by: Allan Cole **Seconded:** Jeff Hagel

CARRIED

9. New Business

- a. No new business arising at the AGM.

10. Announcements

The 2024 FSAC Summit on June 12-14, 2024, in Winnipeg, MB in partnership with Manitoba Funeral Service Association, Western Canada Cemetery Association, and the Canadian Funeral Trade Association.

The date for the 2025 FSAC AGM has not been determined.

11. Adjournment

Motion 7:

With no further business, the 2024 Annual Meeting of the Funeral Service Association of Canada is adjourned.

Moved by: Jeffrey Weafer **Seconded:** Jeff Hagel.

CARRIED.

Reviewed and approved by:

Governance Committee

July 9, 2024