



Minutes - 2023 CMA Annual General Meeting

The 2023 CMA Annual General Meeting (AGM) was held in the Champagne C Room in the Double Tree by Hilton located in Pointe Claire (Montréal), Québec, on Wednesday, April 26, 2023. The CMA AGM was held in conjunction with the 55th Annual CMA Conference and Exhibition.

Copies of the Minutes of the 2019 CMA Annual General Meeting (AGM), and the Agenda for the 2023 CMA Annual General Meeting.

Six CMA members and one guest were in attendance.

At the start of the meeting, Ed Debicki noted that no AGM was held in 2020, 2021 and 2022 because of the cancellation of the Annual CMA Conference and Exhibition due to the COVID-19 pandemic.

1.0 Meeting Chair Ed Debicki called the meeting to order at 1:55 pm.

2.0 **REVIEW OF THE MINUTES OF 2019 CMA AGM MEETING:**

- 2.1. The Minutes of the 2019 CMA AGM held in Niagara Falls, ON were reviewed. There were no errors or omissions.
- 2.2. Ed Paski motioned that the Minutes of the 2019 AGM be accepted as presented. Linda Melnbardis seconded the motion. Motion carried.
- 2.3. Business and discussion arising from the minutes:
 - ACTION ITEM NO. 1: Efforts are ongoing trying to search out links to be added to the CMA Wikipedia write-up. A discussion was held with several CMA members who may be prepared to assist with getting the CMA write-up on Wikipedia.
 - ACTION ITEM NO. 2: SCP, as host of the 2023 CMA Conference, was able to provide extended abstracts of the technical presentations for the Program and Abstracts Volume.

3.0 **2023 CONFERENCE CHAIRPERSON'S REPORT:** Carl Chan

The Conference was successful with 135 registrants (60 delegates; 31 booths with 2 exhibitors per booth for a total of 62 exhibitors, 13 guests); and 7 sponsors. Carl noted that an estimate of the financials was under way and an indication of the projected profit/loss was not possible at this time. There were 5 individual memberships and 6 corporate memberships sold as part of the Conference registration. Student participation was disappointing as there were no student registrations. The themes for the technical sessions were a good idea as this led to the talks being well attended. The issue with themes is the delegates will cherry-pick the themes they wish to attend and ignore other themes that were not of interest. The CIM Annual Conference to held in Montréal the weekend following the CMA Conference may have had a positive impact on the CMA Conference attendance.

On behalf of the CMA, Carl Chan (Chair) and his organizing committee were thanked for hosting the 2023 CMA Conference and Exhibition in Montréal, QC. It was a very well-organized event.

4.0 **CMA TREASURERS REPORT:** Ed Debicki on behalf of Sean Murry

Sean Murry, CMA Treasurer, was unable to attend the AGM but provided a copy of the CMA Financial Statement for the period September 1, 2021 to August 31, 2022, CIBC bank account statement ending August 31, 2022, and a copy of the CMA's GIC renewal confirmation. In addition, Sean provided a financial update to April 20, 2023.



Sean noted that the odd dollar amount for the corporate sponsorships was due to the exchange variances between the U.S. and Canadian dollars. With no revenue generated in 2020, 2021 and 2022 due to CMA Conferences having to be cancelled because of COVID-19, the CMA was cautious in the number of scholarships awarded. Sean thanked Ed Debicki for an outstanding job in securing Corporate Memberships that helped the CMA's financial position considerably.

For the 2021 – 2022 financial year, three \$1,000 scholarships were awarded with two going to BCIT (Burnaby, BC) students and one going to a CGEP (Sept. Iles, QC) student. For the 2022 – 2023 financial year, two \$1,000 scholarships were awarded to BCIT students.

Due to the limited finances, the CMA did not award any equipment and instrument grants in 2021 – 2022 and the first half of 2022 - 2023.

Ed Debicki reviewed the various expenses incurred by the CMA during the 2021 – 2022 fiscal year. As of April 20, 2023, the cash balance in the CMA bank account is \$11,445.01. The CMA has a \$20,433.89 GIC which renews automatically and is used as a cushion to ensure funds are available to fund scholarships and cover-off a potential financial loss resulting from a CMA Conference.

Ed Paski asked if there was other options for remitting funds to CMA other than paying by cheque. Ed Debicki noted that the CMA now accepts funds through Interac e-Transfer.

Ed Paski moved that the Treasurers Report be accepted as presented. Amelie Cardinal seconded the motion. Motioned carried.

Ed Debicki thanked Sean Murry for his service and commitment to the CMA as the Treasurer in a volunteer capacity.

5.0 CMA MANAGING SECRETARYS REPORT: Ed Debicki

Ed Debicki continued in the position as the CMA Managing Secretary.

The CMA membership years runs from September 1st to August 31st of the following year. In 2021 – 2022, CMA had 58 individual members, 2 lifetime members, and 17 corporate members. So far for 2022 – 2023, CMA has 29 individual members, 2 lifetime members, and 17 corporate members. These numbers do not include individual and corporate memberships taken out as part of registration for this year's CMA Conference in Montréal.

As a result of no CMA Conferences in 2020, 2021 and 2022, the CMA did not generate any revenue in those three years. Companies have been very supportive of the CMA through their corporate memberships. This has allowed the CMA to remain in reasonably good financial shape, and allowed the CMA to award three \$1,000 scholarships in 2021 – 2022, and the two in 2022 - 2023.

CMA advertising and communication included updates to the CMA website, and production and distribution of two CMA Newsletters. The revisions and updates to the CMA website were made in collaboration with the CMA web master.

The Program and Abstract Volume for the 51st Annual CMA Conference held in Niagara Falls, Ontario, and the 2019 CMA AGM Minutes were posted on the CMA website. On the 'Members Only' password-protected page, a list of delegates and exhibitors with their contact information, copies of the technical presentations, and photographs were posted. The Username and Password for the 'Members Only'



page was distributed to the current CMA members, and delegates and exhibitors who attended the 2019 CMA Conference in Niagara Falls, Ontario.

A mailing list was maintained with approximately 750 contacts. The e-mail portion of this list is used to distribute the CMA Newsletters and other CMA information.

The CMA Facebook page was inactive and received very few visits.

6.0 2024 CMA CONFERENCE AND EXHIBITION:

- 6.1 A host and location for the 2024 56th Annual CMA Conference and Exhibition has not been determined. Efforts are on-going to find a host.
- 6.2 As no host for the 2024 CMA Conference has been determined, there was no motion to accept the host and location.
- 6.3 As the Chair of the 2024 CMA Conference has not been determined, there was no motion to accept the appointment of the Conference Chair.

7.0 CMA REGULAR BUSINESS:

- 7.1 Sean Murry agreed to continue as CMA Treasurer. Linda Melnbardis made a motion that Sean Murry continue as the CMA Treasurer for 2023 - 2024. Amelie Cardinal seconded the motion. Motion carried.
- 7.2 Ed Debicki agreed to continue as the CMA Managing Secretary. Amelie Cardinal made a motion that Ed Debicki continue as the CMA Managing Secretary. Linda Melnbardis seconded the motion. Motion carried.
- 7.3 The CMA does not operate with a formal executive committee. The CMA Steering Committee (SC) comprised of the CMA Treasurer (Sean Murry), CMA Managing Secretary (Ed Debicki) and a CMA member (Jonathan Forrest) will continue to serve as the CMA's informal executive. The SC's duties are: 1) seek out organizations and individuals who are willing to take on the CMA Conference in future years, and 2) review and approve applications for scholarships and equipment/program funding. Linda Melnbardis made a motion that the CMA Steering Committee continue in its present structure. Amelie Cardinal seconded the motion. Motion carried. Any other CMA member is welcome to join the Steering Committee.
- 7.4 With the CMA being in a good financial position, Ed Debicki (on the advice of Sean Murry) recommended that the membership fee structure for 2023 - 2024 remain unchanged for individual (\$50), student, retired and inactive (\$25), and corporate (\$500) memberships. Amelie Cardinal made a motion that the membership fee structure remain the same for 2023 - 2024. Linda Melnbardis seconded the motion. Motion carried.

8.0 NEW BUSINESS:

- 8.1 Ed Debicki made a proposal that the CMA cover the expenses (airfare, accommodation, Conference registration fees) for the CMA Treasurer and the CMA Managing Secretary to attend the annual CMA Conference and the CMA AGM held during the CMA Conference. Every effort would be made to keep the expenses as low as possible. Following a brief discussion, Linda Melnbardis made a motion that the proposal be accepted. Amelie Cardinal seconded the motion. Motion carried.

9.0 OTHER BUSINESS:



Linda Melnbardis asked when the Corporate Membership starts and how long it runs. She indicated that Bourlamaque Assay Labs would be interested in a Corporate Membership. Ed Debicki indicated that he would provide a Corporate Membership Form to Linda.

Ed Debicki noted that George Feilders, SCP President, who agreed to host the CMA Conference, indicated that the CMA Conference fees were too low and decided that the delegate registration, exhibitor booth registration fees, and other fees should be increased significantly to fall in line with fees that are charged by comparable conferences throughout the world.

Elaine Woo, Instructor at the British Columbia Institute of Technology (BCIT) was not present at the AGM but sent in the following thank you note:

“On behalf of the BCIT Chemical & Environmental program, I would like to express our sincere gratitude to the CMA scholarship committee and the CMA members for their continued support in providing the scholarships awards to our students. Their help and support are much appreciated. THANK YOU!!!”

10.0 ADJOURNMENT:

As there was no other business, Ed Debicki asked for a motion to adjourn the meeting. Linda Melnbardis made a motion for adjournment of the CMA AGM. Amelie Cardinal seconded the motion. Motion carried. Meeting was adjourned at 2:30 pm.

ACTION ITEMS ARISING OUT OF THE MINUTES:

There were no ACTION ITEMS arising from the 2023 AGM.