



leave no trace | sans trace  
CANADA

## **Annual General Meeting**

### Conference Call Minutes

**February 21, 2015 at 1:00 PM EAST, Montreal**

Action Items are blue

Motions are in purple

**In attendance:** Sylvain Marcoux, Chair; Dean Cattell, Vice Chair; Bernadette Hanoul, Jean Vezina, Treasurer; Julie Lord

Members/partners: Élyse Lauzon, Priscilla Haskin (Paddle Canada), Danielle Landry, Jeremy Campbell,

**Regrets:** Haven Holsapple, John Nisbet, Jean Poirier, Lyse Boyce

### **Call to order**

Sylvain starts the meeting and asks participants to present themselves. He walked us through a PowerPoint presentation, presenting Board members, participants and agenda.

### **Roll Call**

Presentation of each 9 participants

### **Approval of Minutes from 2014 AGM**

Sylvain, Chair, presented agenda and minutes of the 2014 Annual General Meeting  
(Last AGM minutes will be post on the web site)

No changes

Motion to approve agenda: Élyse Lauzon Seconded by Dean Cattell

Proceed by email for approval of minutes for 2014 AGM with people that attended the last meeting only. Email was sent on February 23<sup>rd</sup> by Bernadette. Reminder email was sent by Julie Lord on March 12<sup>th</sup>.

Motion to approve minutes for 2014: Dean March 9th seconded by Sylvain, March 13th.

Motion to approve minutes for 2015 sent via email by Julie Lord, March 18th: Danielle March 18th seconded by Bernadette, March 18.

### **Chair's report**

**Sylvain gave a summary of his report** (The written report will be post on the web site  
- It is part of the PowerPoint file)

- ✓ Wonderful program with requests for courses
- ✓ Challenge is funding our costs
- ✓ Thank you to Bernadette and introduces Julie
- ✓ Accomplishments:
  - a. Liability Insurance for Trainers
  - b. RBC Blue Water Project with Élyse Lauzon: Some words from Élyse.

- c. Echo Foundation: with Lyse Boyce.
- d. Haven is our inspiration source about LNT Center.

## **Strategic Plan review**

**Presented by Sylvain Marcoux, Chair** (*The written report will be posted on the web site-It is part of the PowerPoint file*)

Three main goals for 2014-2016 were detailed:

1. Secure stable funding. More projects to have visibility and keep money for operation.
2. Encourage, facilitate and support training activities. Insurance is a part of it.
3. Increase our capacity to act as the Keystone for Leave No Trace activities in Canada. More nationwide and spread our successes.

### Strategy-Goals

#1

- Membership drive with partners help and include membership in training
- Corporate partnerships
- Communication with our partners
- Explore new grants (students summer positions)

#2

- Insurance for Trainers
- Database and web update to facilitate
- LNTC to find ways to allow the Authorised Providers to collaborate with Parks Ontario, SEPAQ or similar organizations
- Newsletter for news and volunteers
- Calendar of courses

# 3

- Scouting for new board members especially outside of Quebec. Thanks to Ms Danielle Landry for joining!
- Transfer of knowledge of BOD members after a 6 year period
- A lot of work could be recognised by a Recognition plan
- New Canadian Document – Promotion of new book written by Dr Marion

#### Priority:

- Keep going with grants, BOD
- Secure funding
- Website update
- All across the country (BOD, members and projects)

## **Questions and comments**

1. Dean: Annual insurance must be bought for \$50.00 annually (refer to training agreement) if they want coverage for LNTC courses.

## **Achievements**

### **Membership:**

- Wish to have more membership to facilitate support of partners.
- Priscilla's suggestion about the membership fees: lowering it to 10.00\$ for students.
- Sylvain mentions challenge for cost of administration.
- Sylvain mentions that we need to facilitate renewal.

### **Partnership:**

- Some small and others big i.e. MEC.
- They can benefit us.

### **Achievements:**

- Thousands of children have been reached through the RBC Blue Water Project
- Maritime promotion project
- New Grants (students) to finance project or find new grants or partners
- Renew old grants and use it for new application

### **Thanks you to the following partners:**

- MEC for the sale of discounted products which were offered to LNTC
- RBC Foundation
- Echo Foundation
- AEQ
- Scouts Canada – Élyse Lauzon is working for a partnership as Training provider inside scouts movement (they are buying some material)

## **Modification in statutes**

- Registered form for Industry Canada for new Law
- Bylaws Audit report has to be done yearly we haven't done it as the Law doesn't request it or Bylaws mention more the Law
- Jean, Treasurer, suggests skipping that part and only following requirement of the law.

- We should revise the Bylaws to simplify the financial statements and follow the Law
- Danielle Landry approves the revision of Bylaws.
- We will keep members posted

## **Challenges**

1. Coordination is difficult across the country and needs funding
2. Financial situation is easier this year due to MEC support but we need to find other sources of revenue
3. Long term corporate partnerships to increase staff and projects
4. Coordinate nationwide - Volunteer and course providers
5. Working board - Lots of work- New BOD members
6. Increase visibility
7. Translate documents – Volunteer - Electronic documents
8. Training opportunities - New authorised providers. Links with people
9. Find support to grow nationwide on projects started in Quebec and NS

## **Financial report**

**Presented by Jean Vezina, Treasurer** *(The written report will be post on the web site - It is part of the PowerPoint file)*

### **Financial statement 2013-2014**

Jean presents documents he prepared for last year:

- Expenses are still higher than revenues.
- Right down of inventory. Most of the inventory was slow moving. As the inventory remained stable and moved slowly we took the decision to keep the value at 1.00\$.
- Due to limited resources:
  1. Skip the review from an external accountant; revision was approved.
  2. A main challenge is to get enough revenue to cover regular expenses.

Sylvain, Chair, mentioned that the students will be helping with some administration tasks. And that we will include 10% administration fees as part of the new grant applications.

No questions or comments

## **Challenges**

**Presented by Sylvain Marcoux, Chair** *(The written report will be post on the web site - It is part of the PowerPoint file)*

- ✓ Difficult financial situation

- ✓ More volunteer & director time needed to respond to the demand and develop the program.
- ✓ BOD is a working board, requires great involvement of its members
- ✓ Corporate/media Board members need to be recruited
- ✓ Our visibility needs to be increased
- ✓ Many documents to adapt translate and produce: bylaws, training agreements, educational material, etc.
- ✓ More training opportunities required: we need to train more Instructors and re-connect with people who are already trained
- ✓ Partnerships/Memberships need to be increased
- ✓ More long-term partnerships need to be created
- ✓ Difficult to coordinate nationally
- ✓ Our visibility needs to be increased

## **Proposed amendments to bylaws**

**None proposed**

## **Confirmation of Board members**

**None**

Board members confirmed: Danielle Landry on Board of Directors  
BOD Positions will be confirmed at next meeting.

Danielle presents herself:

- Interested in people engagement – Commit about how the org can support engagement.
- Presently taking some courses on durable development out of personal interest - New involvement for her.
- Volunteered 3 months for the David Suzuki Foundation
- Way to know each other

## **Nomination and Elections**

**None**

Sylvain, Chair, thanks all the participants and addresses all participants around the country for comments.

**Dean Cattell** - Post the minutes on website to be reviewed

**Priscilla Haskin** -

**Danielle Landry** -

**Jean Vézina** -

**Bernadette Hanoul** – Addresses her goodbyes and promises to stay in touch

**Élyse Lauzon** - Thanks Bernadette for her work and volunteer

**Julie Lord** - Thanks Bernadette for her training, work and would appreciate if she would consider working with her in the future and growing the organisation.

**Adjournment at 2:45 EAST –**

### **Upcoming meetings**

To be determined by new BOD

### **Action Items**

Bernadette

- Post ppt, minutes and financial statements on website
- Send a message and link to website to all participants