Canadian Authors Association

Minutes

Annual General Meeting

Via Zoom

24 June 2023

MANDATE (included here to help ensure that decisions support our mission and mandate):

As a national arts service organization, the mandate of CAA is to:

* Provide professional development services and support to its Canadian members and

potential members including aspiring authors, emerging authors, independently published

authors, and professional authors in every genre and across all writing-related professions

* Advocate for the protection of writers’ rights by influencing public policy in the

domain of literature, writers’ interests, and literary work

* Extend its legacy of contributing to the advancement of Canada’s heritage in the literary arts by exposing published works of members to the reading public

NOTE: The AGM was preceded by a Zoom event at 1 pm EDT for the presentation of the

Fred Kerner Award. In attendance were two of the shortlisted authors: Sophie Jai, for *Wild*

*Fires,* and Dawn Promislow, for *Wan*. Catherine Graham, for *The Most Cunning Heart*, sent

her regrets. The winner of the 2023 Fred Kerner Award, as announced by his daughter Diane

Kerner, is Sophie Jai for her book *Wild Fires*. Ms. Jai thanked the CAA and acknowledged

the other shortlisted candidates.

ANNUAL GENERAL MEETING

1. Call to order and welcome:  
   Co-chair Karen Gansel called the meeting to order at 2:03 EDT and welcomed attendees. She commented that co-chair Travis Croker sent his regrets as he is recovering from surgery and thanked Vice-chair Chris Gorman for standing in for both co-chairs due to recent absences.  
   Quorum was confirmed.
2. Land Acknowledgment was delivered by Robert Longpré.  
     
   A moment’s silence was observed for members who passed away since the last AGM:  
   Richard Lowery  
   John R Challis  
   Kieran Egan
3. MOVED by Margaret Hum, SECONDED by Robert Longpré, that the Agenda be approved.  
   CARRIED
4. Call for nominations for National and Branch volunteer awards:  
   Nominations will be sought in the near future for the two awards, the Allen RobertSangster and the Jean Kay Award.
5. MOVED by Bob Mackay, SECONDED by Kenechukwu Onwudinjo that the minutes of the 2022 Annual General Meeting, be approved.  
   CARRIED
6. Business Arising from the previous minutes: none.
7. Summary Reports from national Co-chairs:  
   Karen Gansel presented her report in summary form, in the absence of co-chair Travis Croken. (Her written report was included in the package sent to attendees.)  
   Karen briefly mentioned the Strategic Plan, and the planned acquisition of Circle.so for future communications. She emphasized the importance of including members-at-large in the planned regional Chapters. She also mentioned Melanie Marttila who is retiring from the board, and Robin Van Eck, who has stepped down, and thanked them for their service.   
   Karen anticipates being Past Co-chair as of the next board of directors meeting when specific positions are decided, and acknowledged Margaret Hume will thus no longer be Past Chair.
8. Finance Report:
9. Was delivered by Treasurer Doug Jordan. He thanked Brandi Tanner for all her hard work on the financial file. Brandi briefly reviewed the financial statements, noting the necessity to encourage new members and renewals for current members.   
   There was a question re the CEBA loan, which the Treasurer answered, to the effect that CAA is unlikely to be able to repay the $30,000 (with $10,000 forgiven) by the end of 2023, and will then opt for a 5% loan and repayment of $40,000 over three or five years.  
   MOVED by Melanie Marttila, SECONDED by JF Garrard, that the Financial Statements for the year ending December 31, 2022, be accepted.  
   CARRIED
10. MOVED by Doug Jordan, SECONDED by Bob Mackay, that the firm of Hogg, Shain & Scheck be appointed as the accountants of record for the 2023 Review Engagement.  
    CARRIED
11. Budget Report for 2023:  
    Presentation of same by Doug Jordan, with slides by Brandi Tanner.  
    The following points were covered: the budget predicts a small $700 surplus; our membership numbers are stable at just over 510, but we hope to reach 550 by the end of the year; the CEBA loan was reviewed (see 8 a) above); there are more members-at-large (164) than there are members in our largest branch (approximately 120); multiple grants have been sought, without success so far.  
    Brandi will be reaching out on the question of converting our Branch organization to one with Chapters; and it’s hoped that a “chapter” organization will be more attractive to possible affiliate organizations.
12. MOVED by Doug Jordan, SECONDED by Robert Longpré, that the existing CAA bylaws be changed to reflect: 1) resolution that all members will be transitioned from branches to regional chapters, and 2) resolution that the board will no longer make capitation payments to branches or regional chapters with regional chapters being compensated for programming expenses on an as needed basis.  
    CARRIED, with one member voting against.  
      
    Matthew Bin asked how much discussion there had been regarding the change from branches to chapters, and Doug Jordan responded that the matter had been canvassed with all branches. He noted that branches are formal, requiring a budget, a treasurer and bank accounts; whereas a chapter is informal and dynamic. The platform chosen, Circle.so or some other, is crucial.   
    Matthew commented that an additional burden would be placed on the national staff, given the extra financial accounting involved. Brandi Tanner replied that given the national’s state of flux she didn’t see the problem as insurmountable, and some administration would be handled by Circle.so.   
    Jeanne Garrard commented that Toronto Branch had successfully expanded, and she feared a loss of the ability to run events as a chapter rather than as a branch. But she also noted the branch did not want to deal with financial matters.   
    CARRIED, with one member voting against.
13. Committee Reports in Brief:
14. Membership
15. Governance and nominating
16. Advocacy
17. MarComm
18. Fundraising  
    The Committee Reports were provided in the package for registered attendees.  
    MOVED by Margaret Hume, SECONDED by Matthew Bin, that the committee reports be accepted.  
    CARRIED
19. Administrative Director’s Report:  
    Brandi Tanner reported briefly, and noted her full report was in the package sent to registered attendees.  
    MOVED by Margaret Hume, SECONDED by Carlo Gallina, that the Administrative Director’s report be accepted.  
    CARRIED
20. New Business:   
    None was presented.
21. Report for the Nominations Committee and election of board members:  
    MOVED by Margaret Hume, SECONDED by JF Garrard, that the slate as presented be elected.  
    Margaret explained that Melanie Marttila’s two-year term was up and she was stepping down from the board, and Robin Van Eck had stepped down earlier due to work commitments. The current slate nominated for election consisted of Nancy M. Bell of Alberta, and Karen Gansel and Robert Mackay, whose two-year terms are up. The balance of the members of the board of directors are entering the second year of their terms and thus do not have to be elected.  
    CARRIED
22. Closing remarks and adjournment:  
    Co-chair Karen Gansel remarked that 2022-23 was a busy year. She acknowledged the board had been very involved and helpful, and she is encouraged about the future of Canadian Authors Association.   
    MOVED by Bob Mackay, SECONDED by Doug Jordan, that the meeting be adjourned.  
    Meeting adjourned at 3:28 pm EST.