



REVISED NOTICE OF ANNUAL GENERAL MEETING

Due to the Covid-19, the Face to Face AGM has been cancelled and replaced by a Virtual AGM. Virtual AGM & Conference Meeting | October 19 – 25, 2020

Notice is hereby given that the Virtual Annual General Meeting of Canadian Power and Sail Squadrons (herein called the “Corporation”) will be held October 24, 2020, at 1200 EDT on Saturday for the purpose of:

1. Receiving and, if thought fit, approving the Reports of the Officers and Committees of the Corporation.
2. Receiving the Financial Statements of the Corporation for the year ended June 30, 2020, and the report of the Auditor thereon.
3. Appointing the Auditor of the Corporation and authorizing the Board of Directors to fix the remuneration of the Auditor.
4. Electing the Directors of the Corporation.
A copy of the Report of the Nominating Committee is annexed to this Notice as Schedule “A” and forms part hereof.
5. Receiving a Notice of Special Resolution to be presented for a vote by the Members in Good Standing present at the Virtual 2020 Annual General Meeting of CPS-ECP (see Schedule B).
6. Considering such further and other business, as may properly come before the meeting or any adjournment thereof.

Dated at Toronto, Ontario, this 1st day of October 2020.

By order of the Board of Directors

Lynda Bennett-Retei, S
National Secretary

PRELIMINARY AGENDA [Eastern Time]

MONDAY, OCTOBER 19, 2020

1200-1500 **Executive Committee Meeting**
1500-1530 **Break**
1530-1830 **Executive Committee Meeting**
1900-2100 **Educational Executive Department Meeting**

TUESDAY, OCTOBER 20, 2020

1200-1500 **Executive Committee Meeting**
1500-1530 **Break**
1530-1830 **CPS-ECP Board of Directors Meeting**
1900-2100 **Membership Executive Committee Meeting**

WEDNESDAY, OCTOBER 21, 2020

1200-1500 **Squadron Commanders' Meeting** (CDRS & XO's only)
1200-1500 **District Commanders' Meeting** (CDRS & DXOs only)
1500-1530 **Break**
1530-1730 **Joint Meeting**
1830-2130 **Membership Seminars** (open to all)

THURSDAY, OCTOBER 22, 2020

1200-1500 **D/C's and Board of Directors Team Building**
1500-1530 **Break**
1530-1830 **CPS-ECP Board Meeting** (open to all)
1830-2130 **Education Seminars** (open to all)

FRIDAY, OCTOBER 23, 2020

1200-1300 **IT Presentation**
1300-1330 **Q/A Presentation**
1330-1400 **Break**
1400-1500 **Marketing/Communication Presentation(s)**
1500-1530 **Q/A Period**
1530-1600 **Break**
1600-1700 **Environment Presentation**
1700-1900 **Break**
1900-2200 **Awards and Friday Fun**

SATURDAY, OCTOBER 24, 2020

1200-1530 **Annual General Meeting**
1530-1600 **Break**
1600-1730 **Guest Speaker**
1830-2030 **Board of Directors Meeting**

SUNDAY, OCTOBER 25, 2020

1200-1500 **CPS-ECP Board Meeting**

SCHEDULE “A”

The Nominating Committee submits herewith candidates for election to the Board of Directors in accordance with CPS-ECP By-Laws, Section 5.03 (1), at the Annual General Meeting of members to be held on Saturday October 24, 2020, virtually in Windsor, Ontario.

PART I: DIRECTORS OF THE CORPORATION

In accordance with Article 5.7.5(a) of the CPS-ECP Regulations, the Nominating Committee nominates the following individuals for election as Directors of CPS-ECP at the Annual General Meeting of members to be held on Saturday October 24, 2020, virtually in Windsor, Ontario.

Marguerite Vogel, P

Duncan, BC
Cowichan Power and Sail Squadron
Vancouver Island North District

Don Macintosh

Cobourg, ON
Frenchman's Bay Power and Sail Squadron
York East District

Peter Bolton, SN

Comox, BC
Cape Lazo Power and Sail Squadron
Vancouver Island North District

Lise Blais-Huot, SN

Québec, QC
Escadrille nautique Québec
District Estuaire St Laurent

Brian Reis

South Bruce Peninsula, ON
Owen Sound Power and Sail Squadron
Georgian-Trent District

PART II: DIRECTORS OF THE CORPORATION

TERM ENDS 2021

The following Directors were elected at the Annual General Meeting of members held on Saturday October 20, 2018, in Ottawa, Ontario for a three year term and do not require re-election.

John Adams

Sechelt, BC
Sunshine Coast Power and Sail Squadron
Pacific Mainland District

Guy Cooper, AP

Vancouver, BC
North Shore Power and Sail Squadron
Pacific Mainland District

Jean-Robert Lavergne, PA

Saguenay, QC
Escadrille nautique Saguenay
Lac St-Jean
District Estuaire St-Laurent

Paul Bourbeau, SN *

Longueuil, QC
Escadrille nautique des Écluses
Cartier District

Luc Lussier, P

Victoriaville, QC
Escadrille nautique Le Marinier
District Cartier

Robert Parke, AP

London, ON
London Power and Sail Squadron
Western Ontario District

Nancy Richards, S

Ottawa, ON
Ottawa Power and Sail Squadron
Rideau District

Scott Homan, S *

Goderich, ON
Goderich Power and Sail Squadron
Western Ontario District

TERM ENDS 2022

The following Directors were elected at the Annual General Meeting of members held on Saturday October 19, 2019, Victoria, B.C for a three year term and do not require re-election.

Robert J. Anderson, AP

Pickering, ON
Frenchman's Bay Power and Sail Squadron
York East District

Lynda Bennett-Retei, S

Port Moody, BC
Coquitlam Power and Sail Squadron
Pacific Mainland District

Nicole Ladner, S

North-Vancouver, BC
North-Shore Power and Sail Squadron
Pacific Mainland District

Brenda Cochrane

Kelowna, BC
Okanagan Power and Sail Squadron
Western Canada Inland District

Richard Larivière, SN

Île Bizard, QC
West-Island Power and Sail Squadron
St Lawrence District

Bertrand Daigle, S

Granby, QC
Escadrille nautique Champlain
District Cartier

Shirley Shea Okamoto, AP

Chilliwack, BC
White Rock, Power and Sail Squadron
Pacific Mainland District

Yves Dauphinais, P

Saint-John, NB
Kennebecasis Power and Sail Squadron
Atlantic District

*Elected to complete the unexpired terms of Jim Lee and Ian Munro

PART III: OFFICERS OF THE CORPORATION

In accordance with Article 5.7.5(b) of the CPS-ECP Regulations, the Nominating Committee recommends the following individuals to fill positions on the Executive Committee to be elected at the first Board of Directors meeting following the Annual General Meeting.

Chief Commander (Chair of the Board)

Peter Bolton, SN

Comox, BC
Cape Lazo Power and Sail Squadron
Vancouver Island North District

National Administrative Officer

Don Macintosh, P

Cobourg, ON
Frenchman's Bay Power and Sail Squadron
York East District

National Law Officer

Nicole Ladner, S

North-Vancouver, BC
North-Shore Power and Sail Squadron
Pacific Mainland District

National Executive Officer

(Vice Chair of the Board)

Yves Dauphinais, P

Saint-John, NB
Kennebecasis Power and Sail Squadron
Atlantic District

National Secretary

Lynda Bennett-Retei, S

Port Moody, BC
Coquitlam Power and Sail Squadron
Pacific Mainland District

Past Chief Commander

Chuck Beall, AP

Stratford, ON
Toronto Power and Sail Squadron
York West District

National Educational Officer

Lise Blais-Huot, NS

Québec, QC
Escadrille nautique Québec
District Estuaire St Laurent

National Financial Officer

Luc Lussier, P

Victoriaville, QC
Escadrille nautique Le Marinier
District Cartier



YEAR-END FINANCIAL STATEMENT REPORTS CANADIAN POWER AND SAIL SQUADRONS

The Year-End Financial Statement Reports are no longer published on paper with the Notice of the Annual General Meeting. Members can find the reports at www.cps-ecp.ca for personal printing.

The following documents are available:

- Year-end statement
- Auditor's report
- Statement of Financial Position
- Statement of Operations
- Statement of Change in Assets
- Statements of Cash Flow
- Notes to Financial Statements

If you are unable to obtain those reports from our web site, they can be sent to you by email, free of charge. Should you still elect to receive a printed copy by mail, a prepaid handling and postage fee of \$5.00 will apply. Please make your request to Liudmila Nikolaeva at our National Office.

- Phone: 416-293-2438 ext. 0160 or 1-888-277-2628 ext. 0160
- E-mail: hqg@cps-ecp.ca

**JOIN US
OCTOBER 12 TO 17 2021
IN TROIS RIVIÈRES, QC.**



**Canadian Power and Sail Squadrons
Escadrilles canadiennes de plaisance
1-888-277-2628 | www.cps-ecp.ca**

SCHEDULE "B"

CANADIAN POWER AND SAIL SQUADRONS ESCADRILLES CANADIENNES DE PLAISANCE

NOTICE OF SPECIAL RESOLUTION

CPS-ECP 20.AGM.0 – SR1 (2020-10-24)

To Change the current amount of the CPS-ECP National Dues paid as a condition of membership in CPS-ECP

WHEREAS:

CPS-ECP Bylaws Section 3.01 specifies that each Member shall pay the fees and annual dues set by the Board from time to time and approved at a meeting of Members, and CPS-ECP Regulation 15.4.1 specifies that the amount of the annual National Dues may be determined by the Board from time to time and approved at any Annual or Special General Meeting of members in accordance with Bylaw 3.01,

AND WHEREAS:

Increases to the National Dues amounts must be approved by Members, the Board has the authority to approve any changes to the amount of the dues and fees for squadrons and districts under CPS-ECP Regulations 15.2 and 15.3 that must be paid by Members,

AND WHEREAS:

The current amount of \$37 has not changed since 2012 while for several years, CPS-ECP has, at the national level, been experiencing declining revenues from membership and educational sources and increasing operating costs,

AND WHEREAS:

The CPS-ECP Board of Directors examines and assesses the CPS-ECP financial position on a regular basis,

BE IT RESOLVED THAT:

The CPS-ECP Members in good standing approve the following amount and implementation schedule for an increase to the National Dues to be paid by Members that have been determined and set by the Board of Directors:

- Effective January 1, 2021 – Increase of \$18 from current \$37 to \$55.

This increase in the National Dues is separate from any changes to the dues/fees amounts that the Board may approve for squadrons and districts, in accordance with CPS-ECP Regulations 15.2 and 15.3, during the period covered by this implementation schedule. Currently this squadron/district amount is \$15. This does not impact the specific PMD benefit of \$10.

The total dues/fees per member is \$70 commencing January 1, 2021. For PMD, the total is \$80.

Rationale:

National Dues are not keeping pace with National Costs

The current amount of \$37 has not changed since 2012 while for several years, CPS-ECP has, at the national level, been experiencing declining revenues from membership and educational sources and increasing operating costs. The shortfall has been within tolerable levels but was not keeping pace with CPS-ECP'S increased costs. For example, in FY 2019-2020, the cost per member for paying just the salaries of CPS-ECP Staff members was approximately \$57.

Some decreased revenues happened because of cuts to federal programs and the support for the emergency flares disposals program and these reductions were offset by the elimination of the associated CPS-ECP program implementation costs.

The proposed \$18 increase in National Dues for January 1, 2021 equals approximately 5 cents per day or \$1.50 per month.

Maintenance and renewal of our vital IT related equipment

During Fiscal Year 2019-2020, long delayed but badly needed upgrades were done for the National Office staff computer equipment and Internet set-up which impacted the operating costs and the CPS-ECP year-end balance. Funds were reallocated from other areas within the CPS-ECP Budget to cover these costs. This investment in new and upgraded equipment reduced dramatically the time lags that staff had for uploading and downloading files needed for the educational and membership programs and regular day-to-day operations. It was also needed to support the more efficient and effective use of the new tools and software in the new IT System.

The new computer equipment was leased in order to help with the necessary annual computer and internet maintenance and upgrade program that must be followed. In light of the increased need for efficient and effective computer and internet equipment during the Covid-19 pandemic, this was a timely investment and will require CPS-ECP to ensure it is maintained at the service levels needed with our increased dependence on this equipment and the associated online/IT tools and software that form our new IT System for the delivery of a larger online presence for CPS-ECP.

The National Dues component of the dues paid by members and the revenues generated by the educational materials purchased for classes when they are offered are currently the only sources of revenue available to cover these costs. An increased amount for the National Dues (starting in January 2021 is the mid-year of Fiscal Year 2020-2021) will contribute on an ongoing basis to the implementation of the needed annual maintenance and renewal of our vital IT related equipment.

Covid-19 pandemic has led to serious drops in revenues

The current situation of the Covid-19 pandemic has led to serious drops in revenues necessary for the National level operations since classes cannot be offered in physical classrooms which has resulted in a significant drop in the number of classes offered in the core spring training period. There have also been no physical classes scheduled for the core fall and winter training sessions. Online/virtual classroom classes are being held but not in comparable numbers or with comparable revenues being generated.

Decreases in membership renewals

Membership renewals have also decreased by approximately half. Membership figures as of end of August 2020 indicate that the number of renewing members to date is approximately 15,000 out of approximately 30,000 in 2012. These numbers are reflective of all types of members, that is, Life Members, Families (Family Head and one or more Family Members), and individual Members.

The 2012 figures include members who were admitted as members as part of the package price for taking a course so there was some expected drop-off for those who did not chose to renew their membership. While some of the recent drop-off will be related to the transition to the new IT System, this level of drop, even with some rebound if those Members renew now, has an overall significant negative impact on CPS-ECP revenues.

Exact calculations of the decline in membership revenue is difficult as this depends on how the members who have not renewed fit into the splits between Life Members ,Families where the Family Member pays 50% of the full dues amount (National Dues plus Squadron Dues/District Fees) and regular members.

Core operating costs for the National Office

In the CPS-ECP 2020-2021 Budget, current core operating costs for the physical National Office and the National Office Staff are \$300,000 and \$750,000 respectively for a total of \$1,050,000 for the National Office operations.

There are ongoing increases in the regular operating costs, for example, insurance and municipal taxes caused by cost-of-living increases and other factors outside of CPS-ECP's control. Staff is needed for member and departmental support and the associated salary and benefits costs are increasing.

Similar to the long delayed and badly needed upgrades to the National Office computer and internet equipment that was addressed in Fiscal Year 2019 – 2020, there are long-delayed and now mandatory fixes that must be made to the CPS-ECP building and its infrastructure such as the electrical wiring.

The National Dues component of the dues paid by members and the revenues generated by the educational materials purchased for classes when they are offered are currently the only sources of revenue available to cover these costs. An increased amount for the National Dues at mid-year of Fiscal Year 2020-2021, will contribute on an ongoing basis to the implementation of the needed annual maintenance and renewal of the building and its infrastructure.

Essential National Department activities

Some essential CPS-ECP departmental activities costs are also increasing or expected to increase. For example, the increase in the move of courses to online offerings will require ongoing maintenance and improvement to ensure that CPS-ECP uses current software and processes in order to offer courses which are competitive and accessible as well as the use of up-to-date audio-visuals and graphics. Member related services and support from staff are also likely to require greater investment as CPS-ECP can expect greater demand on interactive, online tools and services to supplement or replace traditional approaches, for example, online, virtual meetings of members.

The National Dues component of the dues paid by members in the National Dues will contribute towards these needed, ongoing investments in our essential departmental activities.

Our Changing Needs

The CPS-ECP Budget for FY 2020-2021 has been adjusted to reflect the reductions in normal projections for expenditures such as travel, hotel and meeting room but some of this is offset by the funding needed for a virtual 2020 Conference and 2020 Annual General Meeting and an accelerated schedule for updating current online courses such as the PCOC, and adding more courses online given the ongoing uncertainty related to physical meetings and classroom teaching.