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CALA Annual General Meeting #21
Draft Minutes
May 11, 2010

**Mavis Room
Hilton Toronto Airport Hotel
5875 Airport Road, Mississauga, ON L4V 1N1**

In Attendance - Board Members

Mr. James Doull -President
Ms. Rosa Gonzalez - Secretary
Mr. Don Enns - Treasurer
Ms. Deborah Masson-Stogran
Mr. James Downie
Ms. Linda Neimor
Ms. Michèle Giddings
Mr. Paul Fewer
Mr. Pat Lang

New Board Members

Ms. Brenda McLay
Mr. Michael Brodsky
Mr. Robin MacLean
Mr. Tim Delaney

Staff

Mr. C. Charles Brimley - Chief Executive Officer
Ms. Louise Morin - Chief Financial Officer
Andrew Morris
Charlette Mallette
Colleen Cotter
Erinn Cummins
Ken Middlebrook
Ned Gravel

Guest

Mr. Rick Wilson

Please note that the attachments, presentations and additional AGM information can be found at <http://www.cala.ca/agm.html> therefore copies of the attachments will not accompany paper copies of these minutes.

1. Call to Order

The President, James Doull, called the meeting to order at 13:00. James welcomed everyone to the 2010 Annual General Meeting. James explained that Al Colodey had to step down as President and the Board voted to have James become President until the AGM.

2. Approval of Agenda (Attachment #1)

Motion: to approve the Agenda as presented. Chris Pharo
Second: James Downie
Carried.

3. Approval of Minutes of 2009 Annual General Meeting (Attachment #2)

Motion: to approve the Minutes as presented. Deborah Masson-Stogran
Second: Chris Pharo
Carried.

4. President's Report

James Doull welcomed all the attendees to the AGM. AL Colodey highlighted what happened over the past year in the President's Message in the CALA Annual Report. James' message was a short recap of 2009. Charles Brimley, CALA's new CEO, just completed his first year with CALA. CALA hosted the ILAC (International Laboratory Accreditation Cooperation) and IAF (International Accreditation Forum) in Vancouver in 2009. The meeting was financially successful allowing CALA to rebate 2009 institutional membership fees for existing members. A web site audit showed that CALA is known around the world with the 3rd highest number of visits by country came from China, with most visits to the website originated in Canada, followed by the US. The CALA web pages will be redesigned over the next year. Membership surveys results indicated encouraging overall satisfaction levels. The CEO has started, and will continue, to visit the heads of various labs to discuss their needs in order to serve our members better.

5. Treasurer - Financial Report (Attachment #3)

Don Enns presented the 2009 Treasurer's Report. He spoke about the financial objectives aimed at maintaining financial stability. The annual results for 2009 were consistent with the Board-approved 5-year financial plan. CALA's operational revenue (net of ILAC/IAF activities) was about 1% higher than budgeted in spite of the lack of new applications for accreditation but thanks to the Alberta PT program which was stronger than expected. Overall excess of revenue over expenses at the end of the 2009 fiscal year was \$129,652. CALA net assets increased by \$171K bringing our total net assets to \$1.373M as at December 31, 2009. Don reiterated how revenue growth has hit a plateau and the importance of diversifying our services into new markets.

6. Appointment of Auditors

Motion: to appoint the Canadian firm of Raymond Chabot Grant Thornton as auditors of CALA for the year ending December 31, 2010. James Downie

Second: Chris Pharo

Carried.

7. Motion of responsibility (Attachment #4)

Motion: we hereby support and approve all expenditures, actions, and agreements undertaken by the Board of Directors and its officers and agents on behalf of the Association, as reported to the membership. Rick Wilson

Second: Linda Neimor

Carried.

8. Introduction of New Board Members (Attachment #5)

James Doull introduced the New Board Members. Two members were duly nominated by their regions and were acclaimed:

Brenda McLay - Ontario Member at Large

Tim Delaney - Atlantic Not-For-Profit

Three other members were subsequently appointed as Directors:

Robin MacLean - Appointed

Michael Brodsky - Appointed

Michèle Giddings - Appointed

9. Introduction of New Officers

James introduced the new officers:

Rosa Gonzalez - Secretary
Robin MacLean - Treasurer
Linda Neimor - Vice- President
Paul Fewer - President

The Serge Villard Award 2010

Serge Villard was one of the three originating directors for the Association and volunteered in various capacities with the Board from 1989-1999. The award, in his memory, is presented to one of the volunteer assessors who have made a special contribution to CALA. James, with great pleasure introduced this year's recipient of the Serge Villard Award was Mr. Michael Brodsky.

Michael has been an Environmental Microbiologist for 38 years. He is a graduate from the University of Toronto, School of Hygiene and was the Chief of Environmental Microbiology from 1982-1999 with the Laboratory Services Branch of the Ontario Ministry of Health. He is currently operating as Brodsky Consultants, an independent microbiological consultant in food and water safety, laboratory accreditation, and quality assurance.

Michael has been a CALA assessor since 2000, and has performed 39 assessments, either by himself or on a team. He has continually received positive feedback from team members and laboratories on his technical knowledge and performance of assessments, and is a RABQSA-certified Lead Assessor. Michael also volunteers on both the Advisory Panel and Program Committee. He always willingly provides time and input to resolve issues that arise, and is always just a phone call away for CALA staff. His active participation on these committees and input has been a key factor in strengthening the microbiology component of the accreditation program over the years.



**James Doull presenting the Serge Villard Award to Michael Brodsky
The Don LaBerge Award 2010**

The Don LaBerge Award was established in his honour in 2006 to recognize lifetime achievement

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in the service of CALA. Don LaBerge was one of the three signatories on the application to incorporate CAEAL/CALA in 1989 and served on the Board of Directors and also as CALA President. The Canadian laboratory community lost a great leader, mentor, and friend when he passed away in 2005. He will always be remembered for his integrity, technical ability, and sense of humour.

It was James' privilege to present this Award for only the fifth time and the 2010 Don LaBerge Award is presented to Richard Garth Wilson (Rick Wilson).

Rick was appointed the association's Executive Director in August 1994 and fourteen years later when he retired, CALA was recognized around the world as an organization worthy of respect in advancing quality issues.

Rick will tell you that the members, the volunteers and the staff, achieved CALA's recognition, however this fails to recognize the contribution of the person who set the tone for these successes. Yes, Rick did not necessarily accomplish them, but he did facilitate them. He acted as our guide so that we could all succeed, to our individual benefits, to the benefit of the association, to the benefit of the members, and to the benefit of Canadians - our ultimate customers.

Rick Wilson on behalf of CALA was inspirational, motivational, forgiving, dedicated, and unassuming. A leader by any definition and a very deserving recipient of the 2010 Don LaBerge Award.



James Doull presenting the The Don LaBerge Award to Rick Wilson

Adjourned

Motion: to adjourn the meeting. Chris Pharo

Second: Linda Neimor

Carried.

Note: The attachments can be found at <http://www.cala.ca/agm.html>