



2022 APEX Annual General Meeting Meeting Minutes

**Tuesday, October 25th, 2022 – 12:00 p.m.
(by webinar and teleconference)**

1. Call to Order and Introduction

Daryell Nowlan, Chair of the APEX Board of Directors called the meeting to order, acknowledged the indigenous territory of the Anishinaabe from which he was joining the meeting and welcomed members. He welcomed the APEX CEO, Carl Trottier to his first AGM and noted some of the APEX Board of Directors members present including Secretary Joanne Larocque-Poirier, Treasurer Emilio Franco and Chair of the APEX Nominating Committee, Anthony Sheehan.

Members were invited to participate in the language of their choice. The Chair turned to the Secretary, Joanne Larocque-Poirier to lead participants through the agenda for the meeting.

2. Constitution of the Meeting

Joanne Larocque-Poirier noted that as per the Association By-laws, there is a requirement for notice to be provided to members twenty-one (21) to thirty-five (35) calendar days in advance of the day a meeting will be held. A notification of the meeting was sent by e-mail to all members on September 21st, 2022.

3. Establishment of Quorum

Joanne Larocque-Poirier noted that as required in the by-laws, the active presence of a minimum of 25 regular members had been verified on the webinar/phone lines and therefore quorum had been achieved.

She reminded the membership of bylaw 16.06 which indicates that each regular member present shall have the right to exercise one vote and she also reminded Associate Members to abstain from voting as per bylaw 6.04 which states that Associate Members have full rights and privileges of membership with the exception of voting.

4. Approval of Agenda (*Resolution AGM-22-01*)

Joanne Larocque-Poirier invited questions from members (none were raised) and then proposed that the agenda for the meeting be approved. The motion was moved by Sarah Stapenhurst and seconded by Jason Charron. The motion was carried and the agenda was approved as submitted.

5. Approval of the 2021 Annual General Meeting Minutes (*Resolution AGM-22-02*)

Joanne Larocque-Poirier invited questions from members (none were raised) and proposed that the minutes of the 2021 Annual General Meeting be approved. The motion was moved by Nadia Ferrara and seconded by Brigitte Smith. The motion was carried and the minutes were approved as presented.

6. 2021-22 APEX Annual Report

Daryell Nowlan confirmed that a copy of the 2021-22 APEX Annual Report was posted on the APEX website in advance of the meeting as part of the meeting materials. He shared the following highlights from the Report.

- a) There has been a 7.5% increase in APEX membership. Associate membership continues to decrease due to the suspension of the security clearance program for retired executives.
- b) The highly valued APEX Advisory Services to Executives provided confidential guidance and advice on workplace issues to over 600 clients in 1,640 sessions.
- c) 2021 marks 25 years of APEX leadership in executive workplace health. The 2021 Executive Workplace and Health Survey was conducted by Statistics Canada from May to July 2021, in the thick of the pandemic, with 53% of Federal Public Service Executives participating, the highest and most diverse participation to date.

- d) The shift from in-person to fully virtual and online platforms for events continued, making them more accessible and inclusive to executives across Canada and the world. The Association was able to reach and support over 3,900 Executives through 14 virtual learning events, including a record 1200 plus executives for the APEX Virtual Summit and 840 New Executives participating in the Entry to the Executive Ranks ceremony
- e) In 2021-22, APEX received its highest ever level of external sponsorship with over \$150,000 in sponsorship funds generated for Summit and the Recognition of Entry to the EX Ranks Ceremony. APEX signed new Affinity Partnerships with the Canadian Football League's Ottawa RedBlacks, Via Rail and the National Association of Federal Retirees, adding significant value to its membership package.
- f) In the area of Advocacy and Research, APEX leveraged information gathered from the Executive community to advocate with the Office of the Chief Human Resources Officer (OCHRO), the Office of Public Service Accessibility and other networks and organizations including the Black, Indigenous, Pride and Anti-Racism Ambassadors Network. The Chair thanked the APEX CEO and APEX team for their outreach with OCHRO and Central Agencies which was key to securing economic increases for Executives.
- g) The Chair took the opportunity to thank the organizational ambassadors, now representing 70 departments and agencies, for their ongoing contributions and support which is critical to the success of the Association.
- h) In the area of Marketing and Communications, APEX rebranded the organization with a new sleek and modern APEX logo and launched an integrated new APEX website with online registration capabilities for membership, programming and events. The monthly APEX Newsletter became a preferred platform with high rates of engagement and readership. The website experienced over 265,000 views and social media followers continued to increase.

On behalf of fellow Board Members and the APEX CEO and staff, Daryell Nowlan thanked the membership for their continued involvement and support in regions

and in the NCR. He also thanked the APEX CEO, his current and departing Board of Director colleagues and the APEX staff for their dedication and commitment.

The Chair invited the APEX CEO to highlight some of the Association's significant accomplishments in the current fiscal year.

The APEX CEO, Carl Trottier indicated that much had been accomplished since April 1st as follows:

- a) Further to the executive economic increases announced on April 14th, APEX met with the President of the Treasury Board to discuss the timeliness of pay adjustments and automation of Executive Pay. This led to part of the pay process being automated for all but the most complex cases.
- b) APEX also highlighted to the Treasury Board President, the importance of re-establishing a Compensation Committee to offer recommendations on fair, impartial and timely executive compensation going forward.
- c) APEX has recently published a list of 7 fundamental issues with executive compensation and will propose a number of recommendations later this year, for changes to how executive compensation decisions are made and implemented.
- d) The Executive Work and Health Study (EWHS) completed 52 sessions with departments, agencies and networks to discuss the results of the Study, reaching over 2000 executives and still counting.
- e) A Deputy Minister's Circle was launched to discuss the issues for Executives, and calls to action. DMs are responding and have requested that the findings be presented to the Board of Management and Renewal. A presentation to the Public Service Management Advisory Committee is scheduled for November 4th.
- f) The Mentoring Circles pilot initiative with the Canada School of the Public Service has seen tremendous success with more than 200 seasoned and new Executives meeting to discuss their experiences and learn from one another. A Coaching pilot project is being finalized in partnership with the Black Executives Network and Canada School of the Public Services, which will see 24 executives participate in individual and small group coaching sessions.
- g) And last but not least, another successful Summit event took place from May 17th to 19th with more than 1300 Federal Public Service Executives in

attendance. APEX is pleased to announce that the dates for the much anticipated in-person w hybrid option for APEX Summit 2023 have been set for May 30th and 31st in Ottawa at the Shaw Centre.

- APEX will continue to bolster its efforts on research and outreach in the coming months while maintaining the high level of service in the ASE and looks forward to continuing ongoing efforts on the important issues facing Executives

7. Report of the Treasurer

APEX Treasurer Emilio Franco noted that the APEX Auditor for this year is Baker Tilly and a copy of the Auditor's Report and the Financial Statements for the year ending March 31st, 2022 were posted on the APEX website as part of the AGM meeting materials. He then provided a few financial highlights related to the 2021-22 fiscal year.

These included:

- Due to strategic investment in the priorities of increased research, advocacy and programming, APEX ended the year with a deficiency in revenue over expenses of approximately \$143,000 and an approximate decrease in total assets of \$216,000 over last year. The investment account remains stable.
- The Association continues to maintain a sound overall financial position with net assets exceeding \$2.4 million, over \$2.3 million of which is in cash and investments.
- The new operational funding model introduced in 2020-21 has reduced the reliance on Summit. The event continues to be the most significant revenue generating activity for the organization, contributing \$631,000 in net revenue in 2021-22.
- APEX has sufficient asset reserves to navigate financial uncertainties and challenges resulting from the current environment.

The Treasurer indicated that M. Benoit Giroux from the Auditing Firm and the APEX management team were available to answer any specific questions that members may have. No questions were presented and the Treasurer excused M. Giroux from Baker Tilly from the meeting.

Joanne Larocque-Poirier, Secretary explained the "virtual" voting process for the approval of two motions and reminded Associate Members not to vote.

The APEX Secretariat launched the polling window confirming the number of regular members present at the meeting and announced that there were 63 regular members present.

7.1 Auditor's Report: Motion to Approve the Audited Financial Statements for the period ending March 31, 2022 *(Resolution AGM-22-7.1)*

A motion to approve the audited Financial Statements for the period of April 1, 2021 to March 31, 2022 was proposed by Joanne Larocque-Poirier. The motion was moved by Rachel Orogbo and seconded by Geneviève Binet.

The APEX Secretariat launched the polling window seeking member approval. The simple majority of votes was confirmed and the Secretary declared that the motion was carried.

7.2 Motion to appoint the Auditors *(Resolution AGM-22-7.2)*

Joanne Larocque-Poirier read the following motion:

Baker Tilly was the successful audit firm based on the request for proposals conducted in 2020 by the APEX Secretariat for Audit Services for a period of 1 year (financial year 2020-21), with a one year option for the 2021-22 financial year and a one year option for the 2022-23 financial year. Based on recommendation by the APEX Audit Committee (and subsequent endorsement by the Board of Directors in September 2022) the Association is recommending that the firm Baker Tilly be retained for the 2022-23 financial year (the 2nd and final optional year of the contract).

The motion to retain Baker Tilly as the Association's audit services provider for the 2022-23 financial year was proposed by Joanne Larocque-Poirier, moved by Cheryl Keats and seconded by Michael Higuchi.

The APEX Secretariat launched the polling window seeking member approval. The simple majority of votes was confirmed and the Secretary declared that the motion was carried.

8. Election of Directors *(Resolution AGM-22-03)*

- Anthony Sheehan, Chair of the APEX Nominating Committee, identified the members of this year's Nominating Committee including: Joanne Larocque-Poirier, Darlene De Gravina, Charlotte Stewart and Lilia Trombetti.

- Current Board members whose terms were expiring and were seeking re-election to an additional term were required to indicate their intention to the Nominating Committee along with a written submission outlining their past contributions to APEX as a member of the Board. Their submissions were received and evaluated and both candidates were added to the proposed slate of candidates.
- Two Board Members completed their 2nd term and were therefore ineligible for re-election. Two additional Board members resigned due to personal circumstances.
- A call for applications was launched in May 2022, closing on June 24th, to fill the four vacant positions.
- After the Nominating Committee had completed the interview and selection process, a fifth member of the Board retracted their intention for re-election due to unanticipated personal circumstances. Options to fill this remaining vacancy will be explored over the coming months.
- The formal report of the 2021 Nominating Committee was provided as part of today's meeting materials
- Voting for the slate occurred between Oct 6th and Oct 24th with a total of 263 members voting on the proposed slate and 258 voting in favour (98% of the total votes cast). As a result, the slate was deemed approved by the APEX membership.
- Returning member Geneviève Binet was congratulated along with new members Martin Belliveau, Kent Estabrooks, Ziad Shadid and Tabitha Stubbs.
- In closing, Anthony Sheehan took the opportunity to reinforce the importance of mental health and self-care.
- Joanne Larocque-Poirier noted that in the minutes of the meeting, a resolution recording the results of the vote will be made. Following is the resolution:

WHEREAS, the Association of Professional Executives of the Public Service of Canada conducted a vote of its Members on a proposed slate of Directors for the APEX Board of Directors and WHEREAS, the majority of Members of APEX who voted agreed on the proposed slate of candidates recommended by the APEX Nominating Committee that IT BE RESOLVED that the slate of Directors comprised of Geneviève Binet, Martin Belliveau, Kent Estabrooks, Ziad Shadid and Tabitha Stubbs be formally approved.

Joanne Larocque-Poirier thanked the Nominating Committee for its work and welcomed the returning and new Board members to the Association.

9. Other Business and Adjournment

Joanne Larocque-Poirier invited final questions and comments from participants. None were raised.

Daryell Nowlan thanked all participants for attending, giving a special thanks to the departing Board Members and APEX staff for their efforts and contributions.

The meeting was formally adjourned at approximately 12:45 p.m.



Daryell Nowlan
Chair / président



Joanne Larocque-Poirier
Secretary / secrétaire