



2024 APEX Annual General Meeting Meeting Minutes

**Tuesday, October 22nd, 2024 – 12:00 p.m.
(by webinar)**

1. Call to Order and Introduction

Geneviève Binet, Chair of the APEX Board of Directors called the meeting to order, acknowledged the indigenous territory of the Anishinaabe from which she was joining the meeting and welcomed members. She welcomed the APEX CEO, Jean-François Fleury to the AGM and noted some of the APEX Board of Directors members present including Vice-Chair Tabitha Stubbs, Secretary Martin Béliveau, Officer-at-Large Kent Estabrooks and the Chair of the APEX Nominating Committee, Christian Bertelsen.

Members were invited to participate in the language of their choice. The Chair turned to the Secretary, Martin Béliveau to lead participants through the agenda for the meeting.

2. Constitution of the Meeting

Martin Béliveau 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 23, 2024.

3. Establishment of Quorum

Martin Béliveau noted that as required in the by-laws, the active presence of a minimum of 40 regular members had been verified on the webinar and therefore quorum had been achieved.

He informed the membership of bylaw 15.06 which indicates that each regular member present shall have the right to exercise one vote, and he also reminded Associate Members to abstain from voting as per bylaw 5.04 which states that Associate Members have full rights and privileges of membership with the exception of voting.

4. Approval of Agenda (*Resolution AGM-24-04*)

Martin Béliveau invited questions from members (none were raised) and then proposed that the agenda for the meeting be approved. The motion was moved by JC Azar and seconded by Nicolas Lussier. The motion was carried, and the agenda was approved as submitted.

5. Approval of the 2023 Annual General Meeting Minutes (*Resolution AGM-24-05*)

Martin Béliveau invited questions from members (none were raised) and proposed that the minutes of the 2023 Annual General Meeting be approved. The motion was moved by JC Azar and seconded by Daryell Nowlan. The motion was carried, and the minutes were approved as presented.

6. 2023-24 APEX Annual Report

APEX Chair, Geneviève Binet mentioned that since joining the Board of Directors in 2019, she has witnessed firsthand the resilience, dedication, and excellence that define our executive community, the APEX team, and fellow Board members. In October 2023, she took on the role of Board Chair, which has provided her with the opportunity to work even that much more closely with the APEX team.

The Chair also confirmed that a copy of the 2023-24 APEX Annual Report was posted on the APEX website in advance of the meeting as part of the meeting materials. She shared the following highlights from the Report.

Achievements in 2023-2024

The past year was filled with significant milestones for APEX, truly reflecting our collective commitment to inspiring leadership excellence in the public service.

- **Membership Growth:**
 - The number of executives who are members of APEX has increased, and as of March, APEX had over 3,290 members.

- **Regional Engagement and Governance**

- Our connections with executives outside the National Capital Region are stronger thanks to the regional engagement efforts of the team.
- So far in 2024 APEX has visited BC, Quebec, and the North.
 - The purpose of these visits is to better understand the unique challenges executives face in their respective regions, which is critical in aligning APEX services and support to the diverse needs of members.
 - They also provide opportunities to deepen relationships with partners, advance discussions on leadership development, and reinforce APEX's commitment to inclusivity and representation across the federal public service executive community.
- At the 2023 Annual General Meeting, members voted to create a position representing the Northern Region on the Board of Directors. This provided a distinct voice for executives from the North.

Signature Events:

- The 2024 APEX Leadership Summit welcomed over 1,300 participants.
- The theme ***Leadership Excellence: Rethinking and Reinventing Together*** was a convergence of visionaries, thought leaders, and trailblazers shaping the future of work, the public service and leadership.
- Over 580 participants attended the recognition event for new executives in November 2023. Deputy Ministers and other senior executives welcomed and celebrated this new cohort of executives.

- **Enhancing Member Services:**

- APEX created three important roles within the organization: an executive focused on equity, diversity, and inclusion, an executive focused on marketing, and a Chief Information Officer.

- **APEX Advisory Services:**

- APEX's Advisory Services for Executives provided confidential guidance to 600 public service executives, addressing topics such as career progression and conflict management.

- **Professional Development**

- Throughout 2024, APEX programming has been delivering a solid schedule of learning opportunities – addressing multiple themes and priority areas critical to public service executives.
- These learning sessions focus on current issues facing public service executives and align with the top challenges articulated in the 2024 APEX Market Research.

Through its services, events, and communications, the message to executives is clear: you are not alone. APEX is here to support you.

Acknowledgements

The Chair acknowledged Carl Trottier, who recently concluded his tenure as APEX CEO. His contributions included a legacy of leadership and innovation. On behalf of the Board, APEX staff, and APEX members, the Chair thanked Carl for his unwavering dedication.

Welcoming New Leadership

The Chair welcomed APEX's new CEO, Jean-François Fleury.

He joins APEX with an impressive track record in the federal public service, having led significant transformation initiatives at the Treasury Board Secretariat, the Canada School of Public Service, and several other departments.

The Chair indicated that the Board is thrilled to have him lead APEX into its next chapter and look forward to the insights and leadership he will bring.

Looking Forward

As we turn our attention to the future, the development of a Strategic Plan that will guide APEX's work from 2025 to 2028 will refine its vision and empower members. The focus is on remaining a trusted partner in supporting executive well-being and leadership excellence.

Finally, the Chair extend a heartfelt thanks to all APEX members, APEX staff, members of the Board of Directors, and members of the executive community.

Dedication to leadership excellence drives APEX forward, and together, we will continue to build a stronger, more connected, and more inclusive organization.

APEX CEO 2023-24 Key Accomplishments

The CEO expressed thanks and gratitude to Carl Trottier for leading the Association during our post pandemic transition. He has built a strong foundation for our future. The CEO also acknowledged the exemplary strategic guidance and advice of the Board under Geneviève's leadership.

He indicated that executives are leading and managing in challenging times, and it will likely get more complex. During these challenging times, it is important to ensure that our community remains strong and fosters a healthy sense of belonging. Our collective and individual commitment is crucial.

The most recent Clerk-led symposium on Values & Ethics demonstrated the important of providing the best advice and then implementing sometimes tough decisions. This is not always easy. It is at the heart of our public service system and of leadership obligations.

No executive should feel alone as we navigate complex times. This will impact our operating environment and test our collective and individual leadership.

This reality and context will likely have direct impacts on our operating model. APEX must be prepared and agile. This is a normal cycle, but it comes with a change in pace, priorities and expectations. This could be intimidating and/or rewarding.

The CEO indicated that he believes that APEX must be front and center in helping executives navigate the environment. APEX must provide the space to develop a sense of belonging within the community and offer a privileged place to build and strengthen a network of trust.

Looking Ahead, the CEO mentioned the following Key Initiative:

- continue to work closely with the Board and the APEX team to ensure our vision and strategies going forward are on point, modern and agile.
- development of the **2025-2028 Strategic Plan**.
- **Mentoring circles**
- Executive **Idea Exchange**
- **Deputy circles**
- **EWHS study**
- The **Applied Research Plan**

Upcoming Events and Community Focus

- The 2024 APEX **Ceremony for the Recognition of Entry into the Executive Ranks** will take place on **November 13th** at the Museum of History. CEO asked the meeting participants to encourage new executives to register for a great day and evening of community connection.
- The **APEX Summit 2025** will take place in Ottawa at the **Shaw Centre on June 3rd and 4th.**

In closing – the CEO said that it is important to emphasize that Your voice must continue to guide ours at APEX.

7. Report of the Treasurer

The APEX Officer-at-Large, Kent Estabrooks, on behalf of the Treasurer, Ziad Shadid, 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, 2024, were posted on the APEX website as part of the AGM meeting materials. He then provided a few financial highlights related to the 2023-24 fiscal year.

These included:

APEX ended the year with an approximate increase in total assets of \$475,000 over last year, and a surplus in revenue over expenses of approximately \$251,000. It was recognized that substantial effort from the organization succeeded in transitioning from a post pandemic deficit situation (2023) to a surplus situation (2024).

The Summit event continues to be the most significant revenue generating activity for the organization, contributing \$1,045,000 in net revenue in 2023-24.

The Association continues to maintain a sound overall financial position, with net assets exceeding \$2.6 million, of which \$2.5 million is in cash and investments. In recognition of this, and with the oversight and approval of the Board, the Association continues to look for strategic investment opportunities from its reserve to support priorities for the executive community.

Based on the financial stability established over the past several years and the current overall financial position of the Association, APEX has sufficient management practices and asset reserves to navigate periods of financial uncertainty and cover the operating costs of the organization should an unexpected funding shortfall

occur. Notwithstanding, the Association continues to monitor the impact of inflation, and any future mitigation or adjustment required.

The Auditing firm issued a clean, unqualified opinion of the financial statements, with no concerns regarding fraud or the mishandling of funds. The Auditing firm identified significant deficiencies in the association's internal controls, where a deficiency or combination of deficiencies is of sufficient importance to merit attention. More specifically, some payables and receivables were not recorded in their proper categories and were not reconciled monthly. Despite these significant deficiencies, the Auditing firm indicated that these did not have a material effect on the financial statements. The Auditing firm and the Association recognize that there were external challenges that led to many of the deficiencies. The Association CEO agreed with all the findings and has already begun to implement the recommendations outlined by the Auditor.

The Officer-at-Large 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 Officer-at-Large excused M. Giroux from Baker Tilly from the meeting.

The APEX Board of Directors Secretary, Martin Béliveau, outlined 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 43 regular members present.

7.1 Auditor's Report: Motion to Approve the Audited Financial Statements for the period ending March 31, 2024 *(Resolution AGM-24-7.1)*

A motion to approve the audited Financial Statements for the period of April 1, 2023, to March 31, 2024 was proposed by Martin Béliveau. The motion was moved by JC Azar and seconded by Marc Barrette.

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 approve one-year option to retain the Auditors (*Resolution AGM-24-7.2*)

Following a 2023 request for proposals process for the provision of Audit Services for fiscal-year 23-24, *Baker Tilly* was selected as the successful firm, with the contract providing the option for two additional one-year extensions covering the fiscal years 2024-2025 and 2025-2026. *Baker Tilly* has demonstrated its ability to meet the organization's auditing requirements to a satisfactory standard during the current contract period; and it is recommended by the Board of Directors that the membership authorizes the exercise of the first one-year extension option for the 2024-2025 fiscal year, as outlined in the existing contract with *Baker Tilly*.

The Secretary read the following motion:

WHEREAS, following a 2023 request for proposals process for the provision of Audit Services for fiscal-year 23-24, *Baker Tilly* was selected as the successful firm, with the contract providing the option for two additional one-year extensions covering the fiscal years 2024-2025 and 2025-2026; and

WHEREAS, *Baker Tilly* has demonstrated its ability to meet the organization's auditing requirements to a satisfactory standard during the current contract period;

BE IT RESOLVED that the membership authorizes the exercise of the first one-year extension option for the 2024-2025 fiscal year, as outlined in the existing contract with *Baker Tilly*.

The motion to retain Baker Tilly as the Association's audit services provider for the 2023-24 financial year was proposed by Martin Béliveau, moved by Radu Anghel and seconded by Pierre Desrochers.

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-24-08*)

- Christian Bertelsen, Chair of the 2024 APEX Nominating Committee, identified the other members of this year's Nominating Committee including: Martin Béliveau, Darlene de Gravina, Kent Estabrooks, and Patrick Barthold.
- A call for applications was launched in May 2024, closing on June 28th, to fill five vacant positions.

- Christian outlined that a Board member, whose interim term was expiring in October 2024, indicated their intention to seek election to an initial term through a written submission outlining their past contributions to APEX as an interim member of the Board. Their submissions to the Nominating Committee were received and evaluated, and the candidate was added to the proposed slate of candidates.
- Two Board Members completed their 2nd term, and were therefore ineligible for re-election, creating two vacancies on the board.
- There were also another two NCR vacancies on the Board following the resignation and a retirement of two board members during 2024
- The report of the 2024 Nominating Committee was provided as part of today's meeting materials.
- Voting for the slate occurred between September 27th, 2024, and October 18th, 2024, with a total of 237 members voting on the proposed slate and 229 voting in favour (96.6% of the total votes cast). As a result, the slate has been deemed approved by the members of APEX.
- Christian congratulated returning member Luc Chamberland and welcomed new members Cécile Siewe, Johanne Charest, Sandra Leduc, and Charan Bhullar.

Board Secretary, Martin Béliveau, also congratulated the elected Board members and thanked the Nominating Committee for its work in overseeing the process.

9. Other Business and Adjournment

Martin Béliveau invited final questions and comments from participants. None were raised. Geneviève Binet 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 12:42 p.m.

Geneviève Binet
Chair / présidente

Martin Béliveau
Secretary / secrétaire