



Annual Meeting of the Members Saturday September 7, 2024

12:00 pm EDT

MINUTES

1. Welcome/Call to Order & Acknowledgements

SFC CEO Jasmine Northcott, welcomed participants and introduced herself, the SFC Chair of the Board, Sandra Honour, and the staff in attendance.

The CEO provided a brief overview of the business to be conducted, the purpose of an Annual Meeting, light housekeeping items and then turned the proceedings over to the Chair.

Sandra Honour, Chair called the Annual Meeting to order at 12:12 pm EDT.

The Chair introduced herself, acknowledged the traditional lands on which the meeting would be held, congratulated the SFC's Olympic athletes and coaches and thanked the many volunteers who had contributed over the past year.

2. Roll Call

Sandra Honour	Chair of the Board, Director at Large
Craig Norman	Vice Chair, Director at Large
James Kochanoff	Finance Officer, Director at Large
Tony Zhang	PTSO Council Director
Guillaume Paré	Rifle Council Director
Shane Staniek	Pistol Council Director
Susan Natrass	Shotgun Council Director
Elaine Brown	Director at Large
Brett Natrass	Director at Large
Sharon Bowes	Athlete Representative
Mark Hynes	Alternate Athlete Representative
Jasmine Northcott	Chief Executive Officer (staff)
Susan Verdier	Technical Director & Recorder (staff)
Matt Kindbom	Operations (staff)

*Roll Call Cont'd in Appendix A

3. Confirmation of Quorum

The Chair confirmed that Quorum, defined as twenty-five (25) members entitled to vote at the Meeting either present in person or represented by proxy, had been met.

4. Review and Approval of the Agenda

The Chair reviewed the Agenda and, as raised by Pat Boulay, confirmed there were additions from the floor.

MOTION

BE IT RESOLVED that the following additions are made to the Agenda of the September 7, 2024 Annual Meeting of the Members:

- *New Business between points 8 & 9 of the agenda.*
- *The opportunity to discuss the 2023 Minutes prior to their approval.*

- The opportunity to question candidates after their presentations.
 - The opportunity to ask questions and discuss all reports prior to approving.
- Moved: Pat Boulay ON
Seconded: Lisa Deneka MB **CARRIED**

MOTION

BE IT RESOLVED that the Agenda of the September 7, 2024 Annual Meeting of the Members is accepted as revised.

Moved: Pat Boulay ON
Seconded: Lisa Deneka MB **CARRIED**

5. Approval of the Minutes of the September 9, 2023, Annual Meeting

The Chair reviewed the 2023 Minutes as presented and asked for items arising from said minutes.

A number of comments & questions were raised seeking confirmation of the length of terms of the Directors elected in 2023, including term limits & maximum term limits.

It was noted by the CEO that Board term limits were staggered in 2023 to accommodate the formal "Transition of the Board" as outlined in Article 23 of the Bylaws. As the Bylaws were silent on how to stagger the At-Large positions, it was determined and communicated at the 2023 Annual Meeting that the At-Large Director terms would be determined by the number of votes cast. The 2023 Annual Meeting Minutes will be updated to reflect this level of detail, including board terms; board terms will also be added to the Board page on the SFC website.

Shari Akow asked for an explanation as to why Marco Simone had been removed from the ballot. The 2023 Minutes will be adjusted to reflect that he was initially nominated and then removed from the ballot due to his membership status at the time of the 2023 Annual Meeting.

Richard Berrow requested that future minutes provide more elaboration and detail, in particular surrounding the Coast to Coast matches moving forward.

As she was in attendance and was missing from the 2023 records, Nancy Litwin is to be added to the Roll Call of the 2023 Minutes.

MOTION

BE IT RESOLVED that the Minutes of the September 9, 2023 Annual Meeting of the Members are accepted as amended.

Moved: Manon Normandin QC
Seconded: Susan Natrass BC **CARRIED**

6. Business Arising from the Minutes

Addressed under item 5 of these Minutes.

7. Election of Directors (Jasmine Northcott)

- i. Nominating Committee members were introduced and thanked for their contributions: Brian LaGroix (resigned), Susan Natrass, Michel Poitras and Pat Vamplew.
- ii. Review of Election Procedures

An overview of the election procedures was provided.

iii. Appointment of Scrutineers

The CEO suggested the membership consider Michel Poitras and Matt Kindbom be nominated as scrutineers.

MOTION

BE IT RESOLVED that the appointment of Scrutineers Michel Poitras and Matt Kindbom is approved.

Moved: Bob Ossowski ON

Seconded: Steven Spinney ON

CARRIED

iv. Election Protocol

An overview of the voting process was provided; it was noted that the election would be conducted over two ballots; the second ballot being exclusively for the Pistol members to elect the Pistol Director.

Confirmation of Nominees

Three (3) Council Director positions were up for election and three (3) nominees were listed and confirmed:

Sharon Bowes – Athlete Council

Brian LaGroix – Pistol Council (was not present due to a death in the family)

Tony Zhang – PTSO Council

One (1) At Large Director position was up for election and two (2) nominees were listed and confirmed:

Francisco Grajales

Craig Norman

Nominee Presentations

Each nominee was given two minutes to address the membership. Council Director nominee presentations took place first, followed by the At Large Director nominees.

Q&A from the floor provided the membership the opportunity to learn more about the nominees.

The At Large nominees were asked a number of questions on a variety of topics including: conflict of interest, ISSF vs. domestic sport, cadet programs and the promotion of events / the sport.

In the context of the questions that were being posed to the At Large nominees regarding conflict of interest, the SFC CEO noted that conflict of interest is a standing item that is addressed at all Board and Council meetings.

Pat Boulay requested that conflicts of interest be addressed and enforced at all SFC operated events.

SFC was asked to confirm the attendance record of the nominees running for re-election; and will ensure Board attendance records are published and available to the membership prior to Annual Meetings.

Election of Directors - Results

- v. Voting was conducted by confidential electronic ballot.

Following the online electronic vote, Michel Poitras (scrutineer) provided the election results.

The following Council Director nominees were elected to the Board:

- Sharon Bowes (Athlete Council), three-year term
- Brian LaGroix (Pistol Council) three-year term
- Tony Zhang (PTSO Council), one year term

The following At Large nominee was elected to the Board:

- Craig Norman, three-year term

MOTION

BE IT RESOLVED that the election portion of the meeting was now closed and the ballots are destroyed.

Moved: Susan Natrass BC

Seconded: Bob Ossowski ON

CARRIED

SFC CEO recognized and thanked all of those who ran for election and those exiting Directors for their many years of service.

8. Reports

8.1 Financial Report 2023-24

2023-2024 Audited Financial Statements

Jim Kochanoff, Finance Officer, spoke to the financial health of the organization that had improved from last year, and provided a brief overview of the 2023-2024 Audited Financial Statements. He then invited questions from the floor either immediately or by email later.

SFC CEO explained that the Schedule of Sport Canada Revenue and Expenses, is a requirement of Sport Canada, to verify that SFC had expensed all Sport Canada funding.

The lump sum presentation of salaries and travel on the Statement of Operations will be separated out for future statements.

SFC will follow up with the auditor for more detail on the \$196,000 recorded as “Equipment” under Capital Assets, with the aim of providing greater clarity around that amount on future statements; and will post an explanatory note to the statements.

SFC Chair noted that SFC welcomes the expressions of interested individuals to contribute to the Finance Committee.

MOTION

BE IT RESOLVED that the 2023-24 Audited Financial Statements as presented are approved.

Moved: Steven Spinney ON

Seconded: Kathy Litwin NS

CARRIED

Appointment of the Auditors

MOTION

WHEREAS pursuant to subsection 5.1 of the Canada Not-For-Profit Corporations Act and the corresponding regulations, the Corporation continues to be deemed a soliciting corporation by virtue of the amount and source of revenue received;

AND WHEREAS the Canada Not-For-Profit Corporations Act and the regulations, require that, based on the amount and source of its revenue, the Corporation must appoint a Public Accountant to prepare audited financial statements for its fiscal year ending March 31, 2025;

UPON MOTION DULY MADE IT WAS RESOLVED that, Parker Prins Lebano, be re-appointed to act as the Corporation's public accountant for its current fiscal period and instructed to perform an audit for the fiscal year ending March 31, 2025.

Moved: Steven Spinney ON

Seconded: Guillaume Paré QC

CARRIED

8.2 Chair of the Board's Report

Report reviewed as presented. Highlights include her work with CAT to promote good governance practices, and as Chair of the ISSF Sustainability Committee that would allow shooters to continue the use of ammunition in the sports.

MOTION

BE IT RESOLVED that the Chair's report is accepted as presented.

Moved: Pat Boulay ON

Seconded: Lisa Deneka MB

CARRIED

8.3 CEO's Report

Report reviewed as presented. Highlights include SFC's congratulation to Team Canada at the Paris 2024 Olympic Games, and all those athletes who fought for quotas and positions at the Games; SFC's continued transition under its new governance model, and SFC continued improvements to enhance communications and the good work of the Councils & Committees.

MOTION

BE IT RESOLVED that the CEO's report is accepted as presented.

Moved: Kathy Litwin NS

Seconded: Brett Natrass ON

CARRIED

9. New Business

9.1 National Championships

Pat Boulay proposed that the SFC organize, coordinate and be financially responsible for all National Championships. The CEO indicated that the SFC Board is aware of the issues, and that the need for a Nationals strategy, including multi-year hosting plans, is currently being reviewed.

MOTION

BE IT RESOLVED that the SFC is responsible for all National Championships, organizationally, fiscally and administratively.

Moved: Pat Boulay ON

Seconded: Lisa Deneka MB

CARRIED (32 In Favour / 20 Opposed)

9.2 Nationals Review

Cynthia Cranshaw requested that a review in general of each National Championships event and that surveys on the performance of coaches and officials be reintroduced.

9.3 Access to Targets at the Toronto International Trap and Skeet Club

Lori Kranenburg raised the ongoing issue of High Performance athlete access to the electronic target heads located at the Pan Am Games range in Cookstown ON. The CEO agreed to address the issue as quickly as possible.

9.4 High Performance Committee Transparency

Susan Natrass commented that the SFC was doing well with regards to transparency in all areas with the exception of the High Performance Committee (HPC). The CEO noted that the High Performance Program is currently under review and that will include how the HPC is structured and will continue to keep the Board apprised of the HP review.

10. Next Meeting

Saturday, September 6, 2025.

11. Adjournment

Michel Poitras moved to adjourn the 2024 SFC Annual Meeting of the Members at 2:56 pm EDT.

Approved by the Members at the 2025 Annual Meeting – September 6th 2025

Appendix A

Members in attendance continued

Toomas Aasa	Rob Jones	George Sawicki
Shari Akow	Mike Kelly	Curt Smecher
Yinan Ancaster	Dragana Kornic	Chantel Spicer
Aaron Arulnesan	Igor Kostoutchenko	Steven Spinney
Richard Berrow	Cameron Krakowka	William Stanko
Lindsay Boddez	Jacky Krakowka	Ophélie Terraz
Lisa Borgerson	Lori Kranenburg	Ron Todd
Pat Boulay	Richard Lanning	Stephanie Tucker
Madeleine Boyd	Kathy Litwin	Pat Vamplew
Jay Brasil	Nancy Litwin	Mackenzie Jo Vandertuin
Kimberly Britton	Glynn Loftin	Lea Wachowich
Stuart Burns	Cindy Luk	Shannon Westlake
Dale Caswell	Florin Marinache	Dave Woolridge
Jason Caswell	Lydia Meng	Sufei Xu
Avianna Chao	Joshua McBride	Emily Yang
Cynthia Cranshaw	Richard McBride	Vadim Zevlever
Lisa Deneka	Randall Nelson	Daniel Zhang
Nils Ek	Caroline Nicholson	Randy Zhao
Timothy Everett	Carla Norman	Dusko Zivkovic
Ray Fisher	Manon Normandin	Curt Smecher
Philip Galvan	Jesse Olsen	
Francisco Grajales	Robert Ossowski	
Elizabeth Gustafson	Randy Pang	
Bernie Harrison	Michel Poitras	
Patrick Haynes	Hosherdar Polad	
Glenn Hicks	Dennis Pyle	
Christian Jacques	Craig Samuel	
Jason Jarvis	James W Sandall	