**Attendees:** James Dicks, Bernie Simpson, Tom Abernethy, Jeff Boucher, Randy Innes, Heather Scott, Malcolm McKinley, Miranda Newton, and Mike Moulton.

**Regrets:** Colin Moden, James Delaney, Eric Lacasse and Pierre Goulet.

**Guest:** Wendy McDonald.

| **Agenda Items** | **Discussion** | **Action** |
| --- | --- | --- |
| 1. Call to Order | Jim welcomed everyone and thanked them for attending. He called the meeting to order at 7:02 pm. He asked if there were any items to add to the agenda.  Items added to agenda:   * Update from Election committee * Lepine Parade Float partnering with CADS-NCD: propose forming working group from 3 Ontario program reps to support * Licencing requirements for raffles | Attendance was taken. Quorum attained.  Three items added to Agenda. |
| 1. BDO 2023-2024 Financial Statements Review | Tom circulated BDO’s draft financial review report for 2023-2024 prior to the meeting.  Jim introduced Wendy McDonald, a Senior Accountant from BDO (CADS-NCD’s Public Accountant) to present and discuss the report.    Wendy outlined the BDO Financial Review report. She described the qualification statement bottom page 2 top page 3 as BDO not being fully aware of tracking of cash donations. She commented that there is nothing to believe they are not an accurate representation as of June 30, 2024.  In addition, he reviewed the year end adjusting entries and noted they are routine.    Wendy explained that CADS-NCD’s main revenue is from donations. There was a decrease from last year. She explained some of the more significant gaps in revenues and expenses.  CADS-NCD discloses their capital assets though they are not required to report them.  She confirmed that BDO is a firm independent of CADS – NCD. She also got confirmation from the Board that we are not aware of any fraud, non-compliance with any laws, any contentious issues, or of any suspicious activities during the CADS – NCD 2023-24 fiscal year or after it.    Wendy was present when the motion to approve their Financial Review Statements (FRS) was approved.  She advised that Tom will be asked to “Docusign” a few BDO documents and Page 4 of the FRS.  Once all of the signing is complete, she will remove the “Draft” watermark from the FRS and it will be signed-off and sent to Tom for presentation to our CADS-NCD members for their approval at the upcoming AGM on November 28th. | Malcolm motioned that we accept BDO’s financial statement for CADS - National Capital Division as at June 30, 2024.  Seconded by Mike.  Carried. |
| 1. The 6 Program Budgets and the CADS-NCD consolidated Budget for 2024-2025 | **Tom circulated the CADS-NCD consolidated and 6 Programs budgets for 2023-2024 prior to the meeting.**  **Tom addressed the budgets from the programs and gave an overview.**  **He provided more details to the consolidated CADS-NCD budget.**  **Future expenses**   * **Summarized the budget and went through line items for revenue to explain changes in net assets** * **Provided context for highlighted line items** * **Unrestricted assets: amount available includes program carry over from previous year** | Jeff motioned that the financials for 2024-2025 CADS-NCD budget including program budgets.  Miranda seconded.  Carried. |
| 1. Items added to the agenda | * Miranda provided an update on behalf of the Nomination Committee.   + Miranda advised that she has received a member at large nomination and one program rep nomination.   + James encouraged all programs to submit nominations ASAP * **CADS - NCD to have a small group work with Lepine Apartments to develop a parade float for 2026 parades with vertical sign including CADS – NCD logos, spell out CADS – NCD, and host resort logos. This will be discussed further at our March meeting so ready by September**   Jeff suggested the signage on tent should be updated at the same time   * Malcolm added licencing for raffle tickets: Tom provided a background on applying for a licence to holding raffles as fundraising events in Ontario. He also added details about the requirements for licencing. A discussion followed. | Miranda to send Jim the coordinates of someone to contact regarding member at large position  Jeff to ensure a nomination is submitted for Colin to represent TC.  Tom will action the legal process for applying for a raffle licence on behalf of Calabogie. |
| 1. Round Table | A. Jeff:   * Edelweiss has sold out of donated skis and ski poles * **Jeff suggested CADS – NCD purchase goggle covers as swag for distribution at events and maybe at CHEO Day, Community Living Day and Spinal Cord Injury Day. Jeff to investigate and update board on cost process to get the swag.** * Kunstadt Family – long time friends of CADS-NCD. Family is dealing with **situation with their daughter, Lily CADS-NCD will share link to fundraising** page with members as a show of support. * Jeff encourages people wishing to purchase a sit ski to contact CADS – NCD programs to arrange meeting our experts and test driving/riding various models of sit skis before they buy so they get a model best suited for their needs.   B. Malcolm:   * Calabogie program recently purchased Tessier bi-ski and mono-ski and is eager to get them on the hill for members to use. | Jeff to action sharing link to Lily Kunstadt fundraising page to membership. |
| 1. Closing | **Next meeting:**  **Our AGM on Thursday November 28, 2024.**  **Special Meeting and Board meeting tentatively Thursday December 5, 2024. Special meeting is to confirm executive positions. The Board meeting will address any pre-season administrative matters requiring attention at this time.**  **Board meeting later in January. Dates TBC.**  **Board meeting a week or so prior to Festival. Dates TBC.**  The meeting adjourned at 8:30PM. | Malcolm motioned to adjourn the meeting. Bernie Seconded.  Carried. |