**CIELAP Annual General Meeting**
**November 26, 2007, 5:30 pm at the NFB**

Present: Nicole Geneau, Ellie Perkins, Sandra Odendhal, Paul Young, Jackie Campbell, Susan Holtz, Seth Zuk (volunteer), Gordon McClure, Maureen Carter-Whitney, Anne Mitchell, Grant Cavan, David Powell, (auditor) Carolyn Webb

Regrets: Sophia Chan-Combrink, Ryan Merkley

Minutes from the 2005 AGM: Ellie moved that these be adopted. Seconded by Nicole. All approved.
Minutes from the 2006 AGM: Nicole moved that these be adopted. Seconded by Sandra. All approved.

Anne presented the Annual Report and highlights from the year. Although it is difficult to get project funding in this climate we are seeing greater receptivity from funders. What we really need to do is address our own sustainability. Anne thanked the staff and volunteers for their hard work during the year.

Nicole Geneau, treasurer, presented CIELAP's financial statements. The major differences seen in the statements, from last year and this year, are primarily attributed to the Partnering for Sustainability conference. The report showed that we were treading water – not adding to financial reserves or adding to organizational sustainability.

It was pointed out that in July 2007 we reached a critical cash flow position – less than $16,000 in the bank. This should have flagged the need for immediate attention. We will have to ensure in future that the board is informed should we reach only $16,000 in the bank again. The auditor commented that a number of non government organizations are facing similar difficulties right now. As well, the auditor recommended that we establish a reserve to cover operating costs. Our goal should be to build up a reserve of from 3-6 months of operating expenses. At our current level of operations, this would be about $15,000 per month, or $90,000 for six months.

Anne suggested that we could aim to put aside royalties which in the year under review amounted to about $27,000. It was suggested that a separate bank account be set up for this purpose. The CFD committee could put together a set of policies for accessing the reserve fund. This could include setting up a line of credit as well.

Susan commented that no environmental organization operates any differently; this is the norm for small organizations including small consulting organizations. For the long-term sustainability health the crucial element is the organization's reputation. We have a very good team right now and the results have been built over a long period of time. We're doing well given the operating environment that we have to work in.

Ellie moved a motion to approve the financial statements; Paul seconded. The 2006/07 financial statements were approved.

**Appointment of Auditors for 2007/08 Year:** Nicole moved that Chaplin & Co. be appointed as CIELAP's auditors for the 2007/08 financial year. This was seconded by Sandra, and approved by all.

**Nominations to the board of directors:** Nicole has recommended three new names. Anthony Watanabe has said that he is unable to join the board but is interested in assisting the CFD committee; Ian Blue has had to decline but has offered a lawyer in his firm – Anne is following up with her; Samuel St.-Onge works for a venture-capitalist firm and has indicated his interest in the board but has not officially put his name forward yet. One board member resigned during the 2006/07 year – Maryam Siddiqi and two board members – Duncan Mavin and Robert Redhead, resigned in October 2007. As a result the names of those elected to serve on the board for the 2007/08 are: Jackie Campbell; Grant Caven; Sophia Chan-Combrink; Nicole Geneau; Ryan Merkley; Sandra Odendahl; Ellie Perkins; David Powell; Paul Young.

An agenda item for the Board is to discuss governance issues.

**What the AGM would like to see CIELAP accomplish in 2007/08**: Suggestions included the following:

Funding:

- Proceed on monthly donor plan
- Looking at a greater variety of donors
- Providing an environmental scan for large donors; include CAA and financial organizations – can we build bridges with these groups?
- Establish sustainable funding relationship with a Bar Association
- Make it so that the OBA sees that we're relevant - then we can move to other Bar Associations; make it so that lawyers become involved in what we're doing
- Find a funder for the biotech work – it's crucial

Finances:

- Become more rigorous about CIELAP's financial situation so that we can weather the ups and downs

Role:

- National convener and organizer for environmental groups (particularly other law centres) in opposition to the federal government. There is currently a power vacuum at the national level. Convene discussions about the key issues at the national level (at least provide a space for the discussions). Frame in terms of education and discussing priority areas for research.
- Convener role should be explored
- Green screens – more panelists who can speak to the issues in an even-keeled way; higher-profile people; more media
- Fantastic, innovative Waste Diversion Act as a result of CIELAP's review
- Move forward with involving faith communities

- Use celebrities to promote CIELAP

Governance:
- Finalize the governance structure that has been initiated
- Restructure by-laws to restructure the organization as a whole
- Membership to increase exposure in the community; contributing to the organization through registration fees or monthly giving

Support:
- Stable of colleagues – others who can become involved in projects and who can bring their expertise to the projects including toxicology and engineering expertise
- PR and other exposure – Green Screens (so much potential and how do we use it better?); hold fewer but better ones in a better facility; use it as a fundraising activity

**Adjournment:** Grant moved to adjourn the meeting; Jackie seconded. The annual general meeting adjourned. Green Screens followed.

**Next Board Meeting**: Monday January 21st at 5:30 pm at the CIELAP office