



2024

**CANADIAN PROGRESS CLUB
NATIONAL CONVENTION**

**HILTON FALLSVIEW HOTEL
NIAGARA FALLS, ON**

September 25-27, 2024

Table of Contents

Item Description	Page
Message from the National President.....	3
Message from the CPCF Chair.....	4
Message from the Convention Co-Chairs.....	6
Members of the CPC National Board.....	7
Members of the CPCF Board.....	8
2024 National Convention Schedule.....	9
Canadian Progress Club Anniversary Dates.....	14
CPC Past National Presidents.....	16
Hall of Fame Honour Roll.....	17
CPC Progressian of the Year.....	18
CPC Outstanding New Member.....	19
Annual General Meeting Rules.....	20
Voting Rights and Procedures.....	21
Responsibilities of Accredited Delegates/ All Delegates.....	22
2024 CPCF Annual General Meeting Agenda.....	24
2023 CPCF Annual General Meeting Minutes.....	26
CPCF Secretary – Treasurer Report.....	30
2024 CPCF Audited Financial Statement.....	31
2025 CPCF Operating Budget.....	42
CPCF Notice of Motion.....	43
Message from the CPCF Special Olympics Canada Liaison.....	44
2024 CPCN Annual General Meeting Agenda.....	47
2023 CPCN Annual General Meeting Minutes.....	49
CPCN Secretary – Treasurer Report.....	57
2024 CPCN Reviewed Financial Statement.....	60
2025 CPCN Operating Budget.....	72
CPCN Resolution – Change in CPI Assessment Date.....	73
2024 Slate of Nominations (Term for 2024 to 2026).....	75
2023 – 2024 National Award Recipients.....	76
2024 National Convention Education Sessions.....	77
2024 National Convention Sponsors and Contributors.....	80
Thank You!.....	81

Message from the National President – Robert Sams



Fellow Progressions, welcome to the 2024 National Convention in Niagara Falls. I want to personally thank you for taking the time out of your schedules to attend and participate in this new format. Change is a word most like to hear, but sometimes is difficult to implement. The Convention committee and National Board feel that this format balances the new with the old while maintaining the spirit of progress.

This new format we hope, will lessen the burden on clubs who wish to host in the future. The committee has spent many hours putting together what I think will be a great array of information sessions, learning opportunities and opportunities to network with fellow progressions while we forge forward together.

In reading the reports and attending the regionals this past year, the work that we all do in our clubs across Canada is amazing. This organization's heart is its Clubs and the work you do in your communities in which you live and work. Every community is better for the contributions you participate in whether they are volunteer or financial. You make a difference!

This past year, the board has been busy streamlining processes and trying to bring more focus to communications and education to help local clubs, we will learn more during the convention AGM. In the near future we will also be focusing on membership and building and readjusting our current structure to accommodate those that have in the past been members and supporters of Progress. We hope to regain their fellowship, experience and participation through different membership levels.

Lastly, I would like to thank the great work of the convention committee. They have worked long hours and put together what I believe will be a fantastic event! I especially want to thank Alexandra and Renate whom without their tireless work, this event wouldn't have happened. The membership and I wholeheartedly thank you both for what you have done for this convention, but also what you do for Progress!

My final thought is my Progress Mantra, "remember the why , and everything else falls into place!" I look forward to meeting all of you throughout the week.

Rob Sams
CPC National President

Message from the CPCF Chair – Glenn Semaniuk



Welcome fellow Progressians!

On behalf of The Canadian Progress Charitable Foundation, it is my honour and pleasure to welcome you to our 74th National Convention in beautiful Niagara Falls, Ontario!

I am really excited to share and celebrate the many accomplishments of CPCF over the past year. Our enthusiastic and dedicated Board of Directors is also eager to welcome dignitaries and special guests from Special Olympics Canada, including CEO Gail Hamamoto! Plus, of course, the athletes, who always put a jump in our step and will no doubt be eager participants in our new Special O'pen golf event along with our always, highly anticipated CPCF Luncheon, which will also include legendary broadcaster and honorary Progressian, Rod Black, as our guest speaker!

2024 is an EXTRA SPECIAL year for CPCF! It took two decades to achieve but we have reached our long-term goal and milestone of having raised our 2nd Million Dollars (Pool 2 of our Fund portfolio) – this is a MAJOR ACCOMPLISHMENT and something all members past and present should be incredibly proud of!

Through the management and growth of our funds, we were also in the fortunate position to increase our annual commitment to Special Olympics Canada – and in 2024, we proudly cut a cheque for \$100,000 which also elevated CPCF to a SILVER level status with SOC which provides enhanced exposure and recognition on a national scale!

We also injected new life into our heritage PIN Program and led by Central Region Director, Sharon Milton, we initiated a regional PIN challenge, which we'll announce the results as part of convention festivities. With Western Region Director, Bruce Lyle running point, we also added 3 new levels to our PIN Program, which we're excited to showcase and celebrate all those who have reached new levels plus those who have achieved these new elevated, high-level milestones. The generosity of Progressians is incredible!

Among other highlights, CPCF was well represented this past winter at the SOC Winter Games in Calgary, Alberta via Bruce Lyle, Marie Law & Doug Baker. We also waved the CPCF flag proudly at the annual Special Olympics Canada Gala, LIMITLESS in Toronto with Marie Law, Doug Baker, Rob Sams & Renate Thompson in attendance!

74th Annual National Convention

Please generously support our silent & live auctions plus all our other 'festive' convention fundraisers.

I'm excited to see everyone at this year's convention and I'd like to thank the organizing committee for doing an incredible job along with the CPCF Board for all its contributions over the past year! Special thanks as well to YOU, the Progress Club membership, for being the engine that drives CPCF through your ongoing support and contributions – let's celebrate all that we have achieved and carry that excitement and momentum forward, post-convention!

Glenn Semaniuk
CPCF Chair



Special Olympics
Olympiques spéciaux
Canada

Message from the Convention Co-Chairs Alexandra Coles & Renate Thompson



Welcome to the 2024 CPC National Convention!

We are thrilled to welcome you to Niagara Falls, Ontario, for the 2024 CPC National Convention! We'd like to extend our heartfelt thanks to all of you who have made the journey to be here with us. Your presence is key to the continued success of our organization.

We also want to take a moment to recognize and thank the incredible members of our convention committee, as well as the CPC National and CPCF Board members, for their dedication and hard work in making this event possible. Without your time, effort, and commitment, this convention wouldn't be the success that it is.

We are excited to bring delegates from across Canada together in this beautiful setting to celebrate, connect, and share in fellowship. As always, our convention provides the opportunity to participate in the "Business of Progress," including our Annual General Meetings, National Awards and the CPCF Luncheon. You and your Club's participation is vital to our collective growth, and being here with fellow members is the perfect way to reflect on and celebrate our achievements from Coast to Coast.

As we come together for a few days of fellowship, fun, and important business, we encourage everyone to be safe and have a fantastic time. Enjoy all that Niagara Falls has to offer and, of course, embrace our theme: "Where Service Meets Celebration."

Thank you again for being part of this memorable event. We look forward to making this convention one to remember!

With appreciation,

Alexandra Coles & Renate Thompson
2024 CPC National Convention Co-Chairs



Members of the CPC National Board



Robert Sams
National President



Paula Irving
National President-Elect



Alexandra Coles
National Secretary-Treasurer



Renate Thompson
National Administrator



Henrick Strait-Hinnerichsen
National Vice- President
Eastern Region



Joan De Gennaro
National Vice-President
Central Region



Levi Cooney
National Vice-President
Great Plains Region



Rick McMurray
National Vice-President
Western Region



Lori Coughlin
National Director of Member
Services



Julie Doherty
Interim National Director of
Education and
Communications

Members of the CPCF Board



Glenn Semaniuk
Chair



Marie Law
Special Olympics Liaison



Doug Baker
Secretary-Treasurer



Renate Thompson
National Administrator



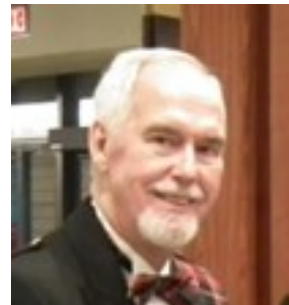
Dan Lomas
Director Eastern Region



Sharon Milton
Director Central Region



Jason Forrest
Director Great Plains Region



Bruce Lyle
Director Western Region

2024 CPC National Convention Schedule

Wednesday September 25, 2024
9:00 AM – 10:00 AM - CPCF Board Meeting <i>Lake Ontario Room, Hilton Fallsview Hotel (HFH) Entertainment Level</i>
10:30 AM – 12:00 PM - CPCN Board Meeting <i>Lake Ontario Room, HFH Entertainment Level</i>
1:00 PM – 5:00 PM - CPCF Special ‘O’pen Golf Event <i>Thundering Waters Golf Club, 6000 Marineland Pkwy #0E3, Niagara Falls, ON L2G 0E3</i> * Golfers to meet in Lobby Area by 12:30 PM for transportation to golf course
2:00 PM – 5:00 PM - Registration Open <i>Front Desk Area, HFH Lobby Level</i> * Pick-up your Welcome Kits, Name Badges, and pre-ordered convention merchandise * Drop off your club banners and items for the CPCF Silent and Live Auctions
7:30 PM – 10:00 PM - Convention Meet ‘N’ Greet <i>Spyce Lounge, HFH Lobby Level</i> * Some appetizers will be served during the event
Thursday September 26, 2024
8:30 AM – 9:30 AM - Registration Open <i>Great Falls Foyer, HFH Entertainment Level</i> * Pick-up your Welcome Kits, Name Badges, and pre-ordered convention merchandise * Drop off your club banners and items for the CPCF Silent and Live Auctions
9:30 AM – 9:50 AM - Convention Kick-Off/ Welcome <i>Great Falls Ballroom, HFH Entertainment Level</i> * Brief welcome from CPC National President, CPCF Chairperson, and Convention Co-Chairs * Introduction of CPCN / CPCF Board Members and Convention Committee * Review Convention Schedule and Housekeeping Items (as needed)

10:00 AM – 11:00 AM - Education Session – Choose 1 of 2

Session A – CPC National and Club Level Insurance Coverage

Great Falls Ballroom, HFH Entertainment Level

* Presenter: Joseph Hines & Connie Calder, Arthur J. Gallagher Canada Limited

* Explore the critical role of General Liability coverage in protecting your Clubs from common risks and liabilities. Gain insight into Directors and Officers (D&O) coverage through a general overview, helping you understand its importance in safeguarding leadership teams from legal challenges.

* This session is presented by our insurance broker(s) from Arthur J. Gallagher Canada Limited who provides both general liability and D&O insurance coverage to CPCN, CPCF, and its member clubs.

Session B - Inclusion Strategies for Adults with Intellectual Disabilities

Lake Superior Room, HFH Entertainment Level

* Presenter: Julie Doherty, Interim Director of Education & Communications

* Explore effective strategies for fostering inclusion and support for adults with intellectual disabilities within our communities.

15-Minute Break to Follow – Coffee/Tea/Juice and Snacks Available

11:15 AM – 12:15 PM - Education Session – All Convention Delegates

CPC National Awards: Value to the Individual & Club, and 2025 Revisions

Lake Superior Room, HFH Entertainment Level

* Presenter: Lori Coughlin, Director of Member Services

* Discover the impact of CPC National Awards on members and clubs, learn about the revisions coming in 2025.

15-Minute Break to Follow – Bar Will Be Open in the Great Falls Foyer for Lunch

12:30 PM – 2:45 PM - CPCF Luncheon

Great Falls Ballroom, HFH Entertainment Level

* Keynote Speakers: Rod Black, Canadian Sports Broadcaster & Tessa Trojan, Special Olympian

* Additional guest speakers as well as CPCF Pin and Banner Program presentations

15-Minute Break to Follow

3:00 PM – 4:00 PM - Education Session – Choose 1 of 2

Session A - Newcomer Inclusion: Recruiting and Supporting within our Clubs

Great Falls Ballroom, HFH Entertainment Level

* Presenter: Nazneen Khan, Volunteer MBC

* Discuss strategies for welcoming newcomers into our clubs, ensuring they feel supported and engaged from the start.

Session B - Gen AI: Working Smarter, Not Harder

Lake Superior Room, HFH Entertainment Level

* Presenter: Aynslie Croney, CPC Greater Moncton Women

* Learn how to leverage Generative AI to increase efficiency and productivity in your work and personal life.

4:00 PM – 6:00 PM - Rookie Camp – All 1st Time National Convention Delegates

Great Falls Foyer, HFH Entertainment Level (meeting place)

* Please confirm at Registration Sign-In if you are a 1st time, in-person National Convention delegate

Free Time Until Dinner & Entertainment

* Free Time for Rookies After Rookie Camp Ends

6:30 PM – 9:30 PM - Dinner & Goosechase Event

Great Falls Ballroom, HFH Entertainment Level

* Food Stations will be available from 6:30 PM – 8:00PM

* Convention delegates will be in groups of 6-8 for the Goosechase event. Prizes to be won!!

10:00 PM – 1:00 AM - Hospitality Suite – ‘Twas the Night(mare) Before Christmas

Great Falls Ballroom, HFH Entertainment Level

* Hosted by CPC Calgary Bow River and CPC Durham Region Women (2023 Club of the Year Winners)

* Late night snacks will be provided

Friday September 27, 2024

7:30 AM – 9:00 AM - Breakfast Buffet

Great Falls Ballroom, HFH Entertainment Level

<p>8:00 AM – 9:00 AM - Registration Open <i>Great Falls Foyer, HFH Entertainment Level</i> * Pick-up your Welcome Kits, Name Badges, and pre-ordered convention merchandise</p>
<p>8:15 AM – 9:15 AM - Accreditations Desk Open <i>Great Falls Foyer, HFH Entertainment Level</i> * The Accreditations desk closes 15 minutes prior to the start of the CPCF AGM * Club Presidents (Proxy holders) should check in at the Accreditations Desk to confirm their proxy forms and pick-up any materials required for the CPCN and CPCF Annual General Meetings * All convention delegates should sign in at the Accreditations Desk prior to going to the Great Falls Ballroom for the AGMs</p>
<p>9:30 AM – 10:45 AM - CPCF Annual General Meeting <i>Great Falls Ballroom, HFH Entertainment Level</i> * AGM documents were circulated as part of the 30-Day Call to Convention/ Emerging Trends packages and in the Convention Handbook PDF</p>
<p>15-Minute Break to Follow – Coffee/Tea/Juice and Snacks Available</p>
<p>11:00 AM – 12:15 PM - CPCN Annual General Meeting <i>Great Falls Ballroom, HFH Entertainment Level</i> * AGM documents were circulated as part of the 30-Day Call to Convention/ Emerging Trends packages and in the Convention Handbook PDF</p>
<p>15-Minute Break to Follow – Bar Will Be Open in the Great Falls Foyer for Lunch</p>
<p>12:30 PM – 2:00 PM - CPCN Luncheon <i>Great Falls Ballroom, HFH Entertainment Level</i> * Installation of CPCN Board Members and Zone Governors * CPC National Awards Presentations including Club and Mercury/ Diamond Mercury awards * Goosechase Results & Prizes</p>
<p>2:00 PM – 3:00 PM - Past National Presidents Meeting – PNP’s Only <i>Contact Nicole Deveau for Location Details</i></p>
<p>Free Time Until Cocktail Reception & Progress Ball</p>

6:15 PM – 7:00 PM - Progress Ball Cocktail Reception

Great Falls Foyer, HFH Entertainment Level

- * Join fellow Progressians for cocktails, mingling, and photos before the Progress Ball
- * CPCF Auction will close at 7:00 PM

7:00 PM – 1:00 AM - Progress Ball Dinner & Afterparty

Great Falls Ballroom, HFH Entertainment Level

- * CPC National Awards Presentations including Outstanding New Member, Progressian of the Year, Hall of Fame, and Club of the Year
- * Afterparty will begin after awards presentation. Dance the night away with DJ Stormin' Norman!
- * Collect and Pay for CPCF Auction Items

Saturday September 28, 2024

9:00 AM – 11:00 AM - Club Banner Pick-Up

Office #1, HFH Entertainment Level

Canadian Progress Club Anniversary Dates

Eastern Region



Club	Anniversary Date	# of Years
<u>Maritime Zone</u>		
Halifax	March 26, 1965	59
Halifax Citadel	April 12, 1988	36
Greater Moncton	June 8, 2001	23
Greater Moncton Women	January 17, 2003	21
Ignite	April 14, 2012 – May 31, 2024	12
NOVA	February 24, 2018	6

Newfoundland Zone

St. John's	March 15, 1986	38
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Central Region



Club	Anniversary Date	# of Years
<u>Ontario South Zone</u>		
Durham South	January 27, 1989	35
Durham Region Women	January 29, 1994	30
Brampton	May 1, 2001	23
Toronto	June 10, 2023	1

Great Plains Region



Club	Anniversary Date	# of Years
<u>South Zone</u>		
Regina Centre	February 7, 1987	37
<u>North Zone</u>		
Saskatoon Downtown	August 29, 1981	43

Western Region



Club	Anniversary Date	# of Years
<u>Alberta South Zone</u>		
Calgary Downtown	May 20, 1963	61
Stampede City	May 26, 1973	51
Calgary Bow River	March 11, 1977	47
Calgary City Centre	January 31, 1998	26
Calgary Prairie Rose	November 23, 2003	21
Elevate	March 29, 2007	17
<u>Alberta North Zone</u>		
Edmonton Downtown	May 20, 1963	61
Edmonton South	May 25, 1968	56
Sherwood Park	June 17, 1972	52
St. Albert	May 24, 1973	51
SILKS	September 6, 2006	18

CPC Past National Presidents

Nicole Deveau	2021 – 2023	Thomas Merrick	1977 – 1978
Glenn Wig	2019 – 2021	Richard Proctor	1976 – 1977
Chris Yonke	2017 – 2019	George Christie	1975 – 1976
Doug Ritzen	2015 – 2017	Kenneth Mounce	1974 – 1975
Tom Whitehead	2014 – 2015	Earl Krausert	1973 – 1974
Robert Maingot	2013 – 2014	Ken Gibb	1972 – 1973
Juanita Soutar	2012 – 2013	Jacques Chalifour	1971 – 1972
Michele Russell	2011 – 2012	George Mummery	1970 – 1971
Janey Davies	2010 – 2011	Robert W. Stevens	1969 – 1970
Karen Cooke	2009 – 2010	Roland Lortie	1968 – 1969
Sharon Ward	2008 – 2009	James MacArthur	1967 – 1968
Doug Baker	2007 – 2008	Arthur Rose	1966 – 1967
Terry Clarke	2006 – 2007	Robert McCormich	1965 – 1966
Bob Lockhart	2005 – 2006	J. Rawlie Warren	1964 – 1965
Juanita Soutar	2004 – 2005	Harvey Dagg	1963 – 1964
Wolfgang Juchem	2003 – 2004	East Ostvik	1962 – 1963
CJ MacMullin	2002 – 2003	Gordon Carton	1961 – 1962
Al Gordon	2001 – 2002	Roland Lesperance	1960 – 1961
Bill Sornberger	2000 – 2001	Jack E. Box	1959 – 1960
Tony Murray	1999 – 2000	Paul Racine	1958 – 1959
Chris March	1998 – 1999	Arn Wilson	1957 – 1958
Jean Scott	1997 – 1998	William Gittes	1956 – 1957
Alan Bone	1996 – 1997	Carman Jerry	1955 – 1956
Carlos Pardo	1995 – 1996	Norman Hartenstein	1954 – 1955
Paul Hoganson	1994 – 1995	Earle Martin	1953 – 1954
David Reid	1993 – 1994	John Valiant	1952 – 1953
Gus Crane	1992 – 1993	Ewart Alger	1951 – 1952
Don Patterson	1991 – 1992	A.E. Watts	1949 – 1950
Susan Kozan	1990 – 1991	James E. Dimock	1947 – 1949
Jules Beauregard	1989 – 1990	Norman Duesbury	1946 – 1947
Roy Urbach	1988 – 1989	Hugh MacGregor	1945 – 1946
Steve Young	1987 – 1988	Clare Trott	1943 – 1945
Keith Bell	1986 – 1987	Harry B. Rockey	1942 – 1943
Garry Zurowski	1985 – 1986	Eddie Dillion	1940 – 1941
Douglas Walton	1984 – 1985	Bill Williamson	1939 – 1940
Pamela Parkin	1983 – 1984	H.F. Wansborough	1936 – 1937
Dick Caldwell	1982 – 1983	Dr. G.J. Steele	1934 – 1935
Jack Yablon	1981 – 1982	R.C. Berkinshaw	1933 – 1934
Chuck Doyle	1980 – 1981	Earl A. Seburn	1929 – 1932
Ed Shenher	1979 – 1980	E. Sterling Dean	1928
Maurice Mercier	1978 – 1979	Maurice Guenear	1923

Hall of Fame Honour Roll

Nominees to the Hall of Fame are members who have excelled in Progress by giving extensively of their time, talents, and energy to improve the well-being of humanity. Since its inception, the award has been conferred upon the following outstanding members:

2023	Robert Maingot	2002	Paul Hoganson
2022	Michele Russell	2001	Rosalie Courage
2022	Wolfgang Juchem	2000	Glenn Montgomery
2022	Brian Spilchen	1999	Gary Zurowski
2022	Sharon Ward	1998	Al Gordon
2019	Michael Couros	1997	Bruce French
2019	Renate Thompson	1996	Kenneth Mounce
2018	Sharon Milton	1994	Jules Beauregard
2017	Bob Schultz	1993	Dick Tingley
2017	Bob Lockhart	1992	Keith Bell
2016	Juanita Soutar	1991	Ronnie Zurowski
2016	Gus Crane	1989	Chuck Doyle
2015	Ron Lloyd	1988	Ernst Shand
2014	Orpha Campbell	1988	Bill Durant
2013	Doug Baker	1987	Tom Merrick
2012	Donna Peake	1986	Roy Warwa
2011	Darlene Brunskill	1986	Douglas Brawley
2010	Wayne Bamford	1985	Laddie Farguhar
2009	Janey Davies	1985	Clare Trott
2008	Jannet Merrick	1984	Richard Proctor
2007	CJ MacMullin	1984	Earl Krausert
2006	Roy Urback	1983	Bob Stevens
2005	Mary Kutarna	1983	James MacArthur
2004	Carlos Pardo	1983	George Christie
2003	Bill Sornberger		

CPC Progression of the Year

2023	Ben Seward	Calgary Bow River
2022	Shauna Krasuski	Halifax Citadel
2021	Dan Lomas	Halifax
2020	Rudi Meyenburg	Calgary Bow River
2019	Kelli Morton	Greater Moncton Women
2019	Megan Furuness	Halifax Citadel
2018	Lori Coughlin	Halifax Citadel
2017	Simone Spears	Halifax Citadel
2017	Donna Morrison	Halifax Citadel
2017	Tara Spurr	Halifax Citadel
2017	Pauline Richard	Greater Moncton Women
2017	Sean Murphy	Halifax
2016	Lorna Rowan-Legg	Halifax Citadel
2015	Brian Spilchen	Calgary Bow River
2014	Vanessa Jones	Halifax Citadel
2013	Dave Steele	Halifax
2012	Karen Hackl Graham	Regina Wascana
2011	Martha Trueman	Greater Moncton Women
2010	Ingrid Rudd	Regina Wascana
2009	Steve Murphy	Halifax
2008	Dan Lomas	Halifax
2007	Todd Berry	Calgary Bow River
2006	Al Gordon	Calgary Bow River
2005	Grant Blakely	Calgary Bow River
2004	Patti Nolan	Calgary Prairie Rose
2003	Mike Graham	Stampede City
2002	Drew Hooke	Edmonton Downtown
2001	Janey Davies	Regina Wascana
2000	Terry Clarke	Calgary Bow River
1998	Bruce Lyle	Calgary Downtown
1996	Sharon Milton	Durham Region Women
1995	Bob Mercer	Corner Brook

CPC Outstanding New Member

2023	Jo-Anne Phillips	Greater Moncton Women
2022	Katie Burgess	Halifax Citadel
2021	Beth Udby	Halifax Citadel
2020	Erin Miller	Halifax Citadel
2018	Lisa Vad	Halifax Citadel
2017	Lori Coughlin	Halifax Citadel
2017	Beverly Bushell	Elevate
2017	Chantelle Renwick	Regina Wascana
2016	Dr. John Kennair	St. Albert
2015	Lorna Rowan-Legg	Halifax Citadel
2014	Linda Bidulka	Calgary City Centre
2013	Luc Guillemette	St. Albert
2012	Laura Simmons	Pictou Country
2011	Margaret Bearon	Elevate
2009	Shauna MacNeil	Greater Moncton Women
2007	Vince Sirianni	Calgary Downtown

** Details included for year where information was available to the National Office*

Annual General Meeting Rules

- ❖ The convention badge must be always worn, as it is your identification for admission to Convention functions.
- ❖ Any Progressian desiring the floor for any purpose shall rise and be acknowledged, address the Chair, and state his or her name and club.
- ❖ All resolutions proposed by delegates will be analyzed, edited and prepared (but not to change the substance of), by the Resolutions Committee before coming to the Convention Delegates for consideration.
- ❖ General debate of the assembly on any subject shall be limited to 20 (twenty) minutes, and no Progressian may speak more than twice (or more than once if someone who has not spoken wishes to do so) on any subject, or longer than 2 (two) minutes at any one time.
- ❖ A two-thirds majority of the delegates and accredited delegates present at the Convention shall constitute a quorum.
- ❖ All questions put to any meeting at the Convention shall be voted upon and decided by a show of hands. No proxy vote shall be allowed unless before the next item of business is proceeded with and, notwithstanding the taking of a vote by a show of hands, a poll or ballot vote is requested by:
 - Any National Vice President or, in the case of this Officer's inability to attend the Convention, by the National Vice President Elect of such Region, or
 - Any 3 (three) Zone Governors, or
 - Any 10 (ten) delegates or accredited delegates, in which event, a poll or ballot vote shall be taken.
- ❖ Election of Officers shall be by written ballot, except that election by a voice of acclamation shall be permitted if a candidate is unopposed.
- ❖ Sessions will begin promptly at the scheduled time.
- ❖ Announcements of concern to the whole assembly will be made from the platform by a designated official only.
- ❖ Except as otherwise provided in the Association's By-laws or these rules, Robert's Rules of Order is the parliamentary authority.
- ❖ A two-thirds vote of the delegates voting is required to suspend or amend these rules.

Voting Rights and Procedures

- ❖ If there is more than one candidate, an election is required, and time shall be designated for speeches from each candidate. Also, attending delegates may debate the speeches. The designated time shall be no longer than 30 minutes in total.
- ❖ The Credentials Committee shall have general charge of all elections, ballots and poll votes, and distributing and counting all ballots cast during a ballot vote.
- ❖ The National Office shall furnish the Credentials Officer with a list showing the total number of votes to which each club is entitled. As a sustaining document, a copy of each club's April 30th Census Report shall also be provided. The Census Report will further act as a method of determining whether a particular member is included in the vote. Members who have joined a club after April 30th shall require proof of membership as a provision to be added to the vote.
- ❖ All delegates at the convention must register in person, and be given individual ballots by the Credentials Committee, during the designated time to do so.
- ❖ Proxy votes shall be issued in multiples of 10, and blanks shall be filled in and issued by the credentials Committee for amounts under 10, in order that the anonymity of the vote may be maintained. Proxy forms will be handed in to the Credentials Committee by the Accredited Delegate at this time.
- ❖ Proxy ballots will be issued only to Accredited Delegates and only upon presentation of their proxy form, signed by the President and Secretary or said Club, to the Credentials Committee during the designated hours or operation during the National Convention. If the proxy form is not turned in, or is not completed properly, the Credentials Committee will be unable to issue proxy ballots. Therefore, your club will lose the privilege to cast votes for those members not attending the Convention.
- ❖ Proxy forms will not be available at the Accreditation Desk – you must bring your completed proxy form with you.
- ❖ The Credentials Officer or designated Committee member is responsible for announcing the results of the vote (i.e. the successful candidate or resolution) immediately following the count. This must be done prior to adjourning the Annual General Meeting (or any other meeting where a vote takes place). At this time, a request shall be made to all delegates in attendance for approval to destroy all ballots.

Responsibilities of Accredited Delegates

Every Progress Club is entitled to one (1) delegate at the National Convention. If you have been selected as a delegate, you have the distinct responsibility of representing your Club in all matters that affect our entire organization. Your duties at the Convention are of the utmost importance. They include:

- ❖ To attend promptly the Annual General Meeting of CPCN and CPCF, and all presentations.
- ❖ To vote according to your best judgement on the issues presented.
- ❖ To utilize every opportunity to gather information for your Club.
- ❖ To present a complete Convention report to your Club.

Responsibilities of All Delegates

Your participation at the Convention is of the utmost importance. Your responsibilities include:

- ❖ The National Convention reflects Progress as a whole. It is therefore expected that all members conduct themselves appropriately.
- ❖ To attend promptly the Annual General Meetings of CPCN and CPCF, and all presentations.



Canadian Progress Charitable Foundation

Annual General Meeting Documents

CANADIAN PROGRESS CHARITABLE FOUNDATION

ANNUAL GENERAL MEETING AGENDA

**9:30 AM EDT Friday September 27, 2024
Hilton Fallsview Hotel, Niagara Falls, ON**



1. Meeting called to order – Glenn Semaniuk, CPCF Chair
2. Welcome and Opening – Glenn Semaniuk CPCF Chair
3. Introduction of Attendees
 - CPCF Directors
 - Introduction of Past CPCF Chairs
4. Confirmation of Parliamentarian
5. Confirmation of Sergeants-at-Arms
6. Confirmation of Quorum
7. Approval of Agenda
8. Review & Approval of the AGM Minutes, September 27, 2023, Halifax Nova Scotia
9. Business arising from previous meetings
10. Review the Canadian Progress Club Charitable Foundation Audited Financial Statement for the Fiscal Year ended May 31, 2024.
11. Financial Report / Budget:
 - i. Motion to approve F2024 Audited Financial Statement
 - ii. Motion to approve F2024 Budget
 - iii. Motion to appoint Auditors for 2024-2025 fiscal year
12. Update of CPCF 5% Assessment
13. Review of CPCF F2024 Investment Portfolio Performance
14. Resolutions as presented. See Notices of Motions Attached.
15. SOC Liaison Report

74th Annual National Convention

16. Announcement of Secretary-Treasurer
17. Introduction of new Board members
18. Installation of new Board members for 2024 - 2026
19. New Business
20. Date and location of next meeting 2025
21. Sergeants-at-Arms report – carry over to CPCN meeting
22. Adjournment

74th Annual National Convention

CANADIAN PROGRESS CHARITABLE FOUNDATION

ANNUAL GENERAL MEETING AGENDA

Westin Nova Scotian, Halifax NS



1. **Call to Order** – Chair Marie Law called the meeting to order at 9:09 am. ATL.
2. **Welcome and Opening Remarks** – Chair Marie Law welcomed CPCF members and thanked them for their attendance. Noted that all Progressions in good standing with CPC National are members of CPCF with the right to attend, raise matter and vote at the Foundation’s AGM.
3. **Introduction of Attendees** – Chair Marie Law introduced the members of the CPCF Board as follows:
 - I. Doug Baker - Secretary Treasurer
 - II. Rick Phillips - Director of Central Region
 - III. Jason Forrest - Director of Great Plains Region
 - IV. Bruce Lyle - Director of Western Region
 - V. Glenn Semaniuk – Director of Eastern Region
 - VI. Wolfgang Juchem, Past Chair, SOC Liaison
 - VII. Nicole Deveau, Canadian Progress Club National President

Renate Thompson, National Administrator

Regrets: Jason Forrest - Director of Great Plains Region
Bruce Lyle - Director of Western Region

Introduction of Past Chairs: Brian Spilchen, Wolfgang Juchem, Doug Baker and Michele Russell. Special mention in memoriam: CJ MacMullin.

4. **Appointment of Parliamentarians**
 - I. Shelley Morton, Greater Moncton Women
 - II. Forrest Kenney, Halifax
5. **Appointment of Sergeants at Arms** –
 - I. David Lordon, Greater Moncton Area
 - II. Dwayne Bailey, Calgary Downtown

6. **Report of the Credentials Committee – Confirmation of Quorum** The Credentials Committee reported the following relating to quorum for the meeting:
16 Clubs in Attendance
105 Members in Attendance
159 Votes Carried by Proxy
Quorum confirmed
7. **Approval of the Agenda.** Moved by Stacey Couturier, Greater Moncton Women, 2nd by Kristy Buck, Greater Moncton Women **Motion Approved.**
8. **Review and approval of the minutes of the 2022 CPCF AGM held on October 8, 2022 at the Westin Harbour Castle in Toronto, ON were reviewed by the membership in advance of the 2023 AGM. There were no errors or omissions identified in the minutes.**

Motion to approve the minutes as presented – Michele Russell, CPC NOVA
2nd for the Motion – Juanita Soutar, Brampton
All in favour – Motion Approved
9. **Business arising from the previous meeting.** – None.
10. **Review of the CPCF Audited Financial Statements for the Fiscal Year ended May 31, 2023 by Douglas Baker, Secretary-Treasurer**
11. **Financial Report / Budget. -Secretary Treasurer Douglas Baker, Halifax**

Note: Power point presentation prepared to outline all financial statements and budgets.

i. Motion to Approve financial Statements – Doug Baker

“I move that the 2023 Fiscal Year Audited Financial Statements for Canadian Progress Charitable Foundation (year ended May 31, 2023) be approved as presented at the September 30, 2023 Foundation Annual General Meeting”. 2nd Dan Lomas. Halifax **Motion Approved.**

Presents 2024 Fiscal-Year Operations Fund Budget – Doug Baker

ii. Motion to Approve 2024 Fiscal-Year Operations Fund Budget

“I move that the 2024 Fiscal Year operations fund Budget for CPCF (year end May 31, 2024) be approved as presented at the September 30, 2023 CPCF Annual General meeting, 2nd by Forrest Kenney, Halifax. **Motion Approved.**

iii. Motion to appoint Auditors for 2024 fiscal year – Virtus group.

“I move that CPCF appoints Virtus Group LLP as the auditors for our fiscal year-ended May 31, 2024 financial statements”. 2nd Aynslie Croney, Greater Moncton Women. **Motion Approved**

12. Review of CPCF F2023 Investment Portfolio Performance. Reviewed by Wolfgang Juchem. Currently Pool #1 \$1,051,876.00. Pool #2 \$932,418.00 for a total of \$1,984,294.00.

13. SOC Liaison Report – Wolfgang Juchem

The Special Olympics world games were held in Berlin, Germany. There were 7000 athletes, 3000 Coaches and 20,000 volunteers. Canada had 89 athletes in 9 sports. They came home with 46 Gold, 20 Silver and 30 Bronze medals. The Canada winter games will be held in Calgary in February 2024. A new SOC CEO Gail Hamamoto has been hired.

14. Introduction of Foundation Chair – Glenn Semaniuk, Halifax

Provided remarks at this time.

15. Introduction of all 2023-2024 Board Members, Thanks for Service for outgoing Board members;

Glenn Semaniuk - Chair
Marie Law - Past Chair
Douglas Baker – Secretary Treasurer
Dan Lomas - Director of Eastern Region
Sharon Milton – Director of Central Region
Jason Forrest – Director of Great Plains Region
Bruce Lyle – Director of Western Region & Vice Chair
National President Incoming Robert Sams

16. Installation of all Board members for 2023 – 2024

17. New Business – none currently

18. **Date and Location of next meeting** – To be advised

19. **Sergeant at Arms report** – David Lordon, Greater Moncton Area and Duain Bailey – We will carry on with the SAA for the CPCN meeting.

20. **Motion to Adjournment** of the CPCF AGM – 10:15am ATL.

I hereby certify that these are a true copy of the minutes of the Canadian Progress Charitable Foundation AGM.

Marie Law
Chair



Canadian Progress Charitable Foundation

Update by Secretary-Treasurer Douglas Baker

- The function of the Foundation is to manage the Investment Portfolio.
- This year the portfolio has rebounded from last years negative performance.
- The strength has enabled the foundation to meet its CRA commitment to donate \$100,000 to SOC in 2023/2024.
- The board has, lead by Sharon Milton, revised and update our Expense policy.
- The board has approved an increase in the maximum level for our 5% assessment to \$1800. The remaining qualification levels remain the same. The last increase in assessment was in the 2017/2018 financial year.
- With respect to the Audited Financials, we are waiting for a correction on page 7 to read Special Olympics Canada 2 Fund.
- The CPCF Board keeps an accounting of all Pin and Banner donations from the members and the Club to present the appropriate pins and Flashes at the CPCF Luncheon at Convention.
- The board is very excited to announce that the Foundation SOC2 fund has reached and surpassed it \$1,000,000 target.

CANADIAN PROGRESS CHARITABLE FOUNDATION

FINANCIAL STATEMENTS

May 31, 2024

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

The accompanying financial statements of **Canadian Progress Charitable Foundation** have been prepared by the Foundation's management in accordance with Canadian accounting standards for not-for-profit organizations and necessarily include some amounts based on informed judgement and management estimates.

To assist management in fulfilling its responsibilities, a system of internal controls has been established to provide reasonable assurance that the financial statements are accurate and reliable and that assets are safeguarded.

The board of directors has reviewed and approved these financial statements.

These financial statements have been examined by the independent auditors, **Virtus Group LLP**, and their report is presented separately.



Glenn Semaniuk
Chair, Board of Directors



Doug Baker
Treasurer, Board of Directors



INDEPENDENT AUDITORS' REPORT

**To the Board of Directors,
Canadian Progress Charitable Foundation**

Qualified Opinion

We have audited the financial statements of **Canadian Progress Charitable Foundation**, which comprise the statement of financial position as at **May 31, 2024**, and the statements of revenue, expenses and changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at May 31, 2024, and its financial performance and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many non-profit organizations, the Foundation derives revenues from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of revenue was limited to accounting for amounts recorded in the records of the Foundation. As a result, we are not able to determine whether any adjustments might be necessary in respect of revenues, assets, liabilities or fund balances.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Saskatchewan, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Foundation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITORS' REPORT (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

September 12, 2024
Regina, Saskatchewan

Virtus Group LLP

Chartered Professional Accountants

**CANADIAN PROGRESS CHARITABLE FOUNDATION
STATEMENT OF FINANCIAL POSITION
AS AT MAY 31, 2024**

(with comparative figures as at May 31, 2023)

	<u>ASSETS</u>	
	<u>2024</u>	<u>2023</u>
Current assets		
Cash	\$ 56,957	\$ 78,058
Accounts receivable	1,335	1,965
Prepaid expenses	4,375	4,375
	<u>62,667</u>	<u>84,398</u>
Investments (Note 3)	<u>2,175,885</u>	<u>2,030,663</u>
	<u>\$ 2,238,552</u>	<u>\$ 2,115,061</u>
 <u>LIABILITIES AND FUND BALANCES</u>		
Current liabilities		
Accounts payable and accrued liabilities	\$ 41,359	\$ 36,016
Funds held in trust	6,900	11,791
	<u>48,259</u>	<u>47,807</u>
Fund balances		
Designated fund 1 - Special Olympics Canada	1,208,281	1,225,654
Designated fund 2 - Special Olympics Canada	940,114	790,505
Operating fund	41,898	51,095
	<u>2,190,293</u>	<u>2,067,254</u>
	<u>\$ 2,238,552</u>	<u>\$ 2,115,061</u>

See accompanying notes to the financial statements.

Approved on behalf of the board:

CANADIAN PROGRESS CHARITABLE FOUNDATION
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MAY 31, 2024
(with comparative figures for the year ended May 31, 2023)

	2024			Total	2023 Total
	Operating	Special Olympics Canada 1	Special Olympics Canada 2		
Revenue					
Contribution revenue:					
Club assessments	\$ 26,065	\$ -	\$ -	\$ 26,065	\$ 18,364
Sponsorship program - clubs	-	-	7,550	7,550	11,790
Sponsorship program - individuals	-	-	14,463	14,463	30,107
Fundraising activities:					
Convention events revenue	11,736	-	-	11,736	10,312
Other fundraising revenue	880	-	-	880	-
Matching Sergeant at Arms	9,370	-	-	9,370	20,020
Other revenue	3,321	-	-	3,321	1,461
Total operating revenue	51,372	-	22,013	73,385	92,054
Investment income	-	37,087	37,886	74,973	95,505
Change in unrealized gain (loss) on investments	-	49,838	99,594	149,432	(52,095)
Realized gain on sale of investments	-	6,828	(16)	6,812	20,234
	51,372	93,753	159,477	304,602	155,698
Expenses					
Club projects and administrative expenses (Schedule 1)	59,726	11,126	9,868	80,720	81,282
Excess of revenue over expenses before the following	(8,354)	82,627	149,609	223,882	74,416
Contributions to Special Olympics Canada Foundation	-	100,000	-	100,000	73,185
Other community initiatives	843	-	-	843	8,957
	843	100,000	-	100,843	82,142
Excess (deficiency) of revenue over expenses	\$ (9,197)	\$ (17,373)	\$ 149,609	\$ 123,039	\$ (7,726)
Fund balance - beginning of year	51,095	1,225,654	790,505	2,067,254	2,074,980
Fund balance - end of year	\$ 41,898	\$ 1,208,281	\$ 940,114	\$ 2,190,293	\$ 2,067,254

See accompanying notes to the financial statements.

CANADIAN PROGRESS CHARITABLE FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MAY 31, 2024
(with comparative figures for the year ended May 31, 2023)

	2024	2023
Cash provided by (used in) operating activities:		
Excess (deficiency) of revenue over expenses	\$ 123,039	\$ (7,726)
Add (deduct) items not affecting cash:		
Realized (gain) loss on sale of investments	(6,812)	(20,234)
Unrealized (gain) loss on investments	(149,432)	52,095
Change in non-cash operating working capital:		
Accounts receivable	630	(1,965)
Accounts payable and accrued liabilities	5,343	(56,019)
Funds held in trust	(4,891)	11,791
	(32,123)	(22,058)
Cash provided by (used in) investing activities:		
Purchase of investments	(173,721)	(242,991)
Proceeds from sale of investments	184,743	213,627
	11,022	(29,364)
Decrease in cash	(21,101)	(51,422)
Cash position - beginning of year	78,058	129,480
Cash position - end of year	\$ 56,957	\$ 78,058

See accompanying notes to the financial statements.

CANADIAN PROGRESS CHARITABLE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MAY 31, 2024
(with comparative figures as at May 31, 2023)

1. Nature of operations

The Canadian Progress Charitable Foundation (the "Foundation") is a not-for-profit organization established to raise funds and provide support to charitable organizations in Canada, the major recipient being Special Olympics Canada. Special Olympics Canada is an organization dedicated to enriching the lives of Canadians, with an intellectual disability, through sport. The Foundation, which is incorporated without share capital under the laws of Canada, is a registered charity and, as such, is exempt from income taxes under the *Income Tax Act (Canada)*.

2. Summary of significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The financial statements required management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. The financial statements reflect the following accounting policies:

Fund accounting

In order to ensure observance of the limitations and restrictions placed on the uses of resources available to the Foundation, the accounts of the Foundation are maintained in accordance with the principles of fund accounting. These funds are held in accordance with the objectives specified by the donors or in accordance with directives issued by the Board of Directors.

The Operating Fund accounts for the Foundation's general fundraising and administrative activities including donations and contributions not designated for a specific purpose, as well as restricted revenues and expenses for which no designated fund is established. The Operating Fund reports unrestricted resources available for immediate purposes. The Operating Fund may transfer to the Designated Funds as a reimbursement of the general administrative cost allocation.

The Designated Funds report, as revenues, resources that are to be used for specific purposes as specified by the donors or Board of Directors. The Special Olympics Canada 1 and 2 Funds are the designated funds of the Foundation (see note 6).

Financial instruments

Financial assets and financial liabilities are recorded on the statement of financial position when the Foundation becomes party to the contractual provisions of the financial instrument. All financial instruments are required to be recognized at fair value upon initial recognition, except for certain related party transactions. All financial assets and financial liabilities, other than investments, are subsequently measured at amortized cost adjusted by transaction costs, which are amortized over the expected life of the instrument. Investments are measured at fair market value at each reporting period.

Fair value is the amount at which a financial instrument could be exchanged at arm's length between willing, unrelated parties in an open market. Changes in fair values of financial assets and financial liabilities measured at fair value are recognized in excess of revenue over expenses.

When there is an indication of impairment and such impairment is determined to have occurred, the carrying amount of financial assets measured at amortized cost is reduced to the greater of the discounted cash flows expected or the proceeds that could be realized from sale of the financial asset. Such impairments can be subsequently reversed if the value improves.

CANADIAN PROGRESS CHARITABLE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MAY 31, 2024
(with comparative figures for the year ended May 31, 2023)

2. Summary of significant accounting policies (continued)

Revenue recognition

Club assessments, donations and sponsorship revenues are recognized when the funds are received. Unrestricted contributions are recognized as revenue of the Operating Fund. Revenue from fundraising activities is recognized as revenue of the Operating Fund in the period in which the event is held and the relevant funds have been collected. Revenue from restricted fundraising activities is recognized as revenue of the respective Designated Fund in the period in which the event is held and the relevant funds have been collected.

Restricted donations and contributions with no separate Designated Fund established are deferred and recognized as revenue in the operating fund in the year in which the related expenses are recognized and when the specific event is held. Restricted contributions with a Designated Fund established are recognized as revenue of the Designated Fund.

Unrestricted investment income and related gains (losses) are recognized in the Operating Fund as it is earned. The change in fair value of the unrestricted investments is recorded as a change in unrealized gain or loss on investments in the Operating Fund. Restricted investment income and related gains (losses) are recognized in the respective Designated Fund when earned. The change in fair value of the restricted investments is recorded as a change in unrealized gain or loss on investments in the respective Designated Fund.

Allocation of expenses

Certain administrative expenses are allocated to the respective funds based on the level of benefit received by each fund. The allocation is determined based on the percentage of total non-investment revenue.

Contributed goods and services

Contributed goods and services have not been reflected in the accompanying financial statements as the fair value of the contributed goods and services are difficult to determine.

3. Investments

	<u>2024</u>	<u>2023</u>
Special Olympics Fund 1		
Fixed income	\$ 573,224	\$ 625,855
Canadian equities	249,969	233,440
International equities	244,359	225,630
	<u>1,067,552</u>	<u>1,084,925</u>
Special Olympics Fund 2		
Fixed income	276,233	257,846
Canadian equities	368,313	299,526
International equities	311,485	261,230
Hedge funds	152,302	127,136
	<u>1,108,333</u>	<u>945,738</u>
Total investments	<u>\$ 2,175,885</u>	<u>\$ 2,030,663</u>

As of May 31, 2024, the Foundation's investments were held in fourteen (2023 – fourteen) pooled funds with Connor, Clark & Lunn Private Capital Ltd. The pooled funds consist of short and long-term bonds, international and Canadian equities, and hedge funds. The cost of the investments in Fund 1 is \$925,312 (2023 - \$992,524) and in Fund 2 is \$1,003,665 (2023 - \$940,663).

CANADIAN PROGRESS CHARITABLE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MAY 31, 2024
(with comparative figures as at May 31, 2023)

4. Related party transactions

During 2024, the Foundation paid \$38,696 (2023 – \$31,252) to the Canadian Progress Club – National (the “Club”), an affiliated organization, for office services and convention registration. As at May 31, 2024, accounts payable and accrued liabilities included \$35,162 (2023 – \$29,816) due to the Club. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

5. Financial risk management

The Foundation has a risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The Foundation’s overall risk management program focuses on the unpredictability of financial and economic markets and seeks to reduce potential adverse effects on the Foundation’s financial performance.

Price risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Foundation’s investments in publicly traded securities expose the Foundation to market price risk, as such, investments are subject to price changes in the open market. The Foundation does not use any derivative financial instruments to alter the effects of this risk.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Foundation is exposed to credit risk on its accounts receivable. The Foundation has not incurred bad debt expense in recent years.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation’s exposure to liquidity risk is dependent on the receipt of funds from its operations and other related sources. Funds from these sources are primarily used to finance working capital and capital expenditure requirements and are considered adequate to meet the Foundation’s financial obligations.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation's exposure to interest rate risk is limited to marketable securities. The Foundation may face increasing interest costs in an increasing interest rate market. All other credit facilities have fixed interest rates and therefore, do not expose the Foundation to additional risk.

6. Description of Special Olympics Canada 1 and 2 funds

In previous years, the Foundation raised \$1,000,000 to create a fund for the benefit of persons with an intellectual disability. In 2016, the Board of Directors established a second Special Olympics Canada fund in an effort to raise a second \$1,000,000 for the benefit of intellectually disabled persons.

On April 24, 2023, the Foundation renewed its expression of intent agreement with Special Olympics Canada to continue to raise funds for the second fund and provide a percentage of their investable assets annually to Special Olympics Canada for its programs. This agreement expires December 31, 2026.

The Board of Directors have approved the restriction of the investment income earned on the Foundation’s investments to be added and recognized as revenue of the respective Special Olympics Canada 1 and 2 funds.

CANADIAN PROGRESS CHARITABLE FOUNDATION
SCHEDULE 1 - Club Projects and Administrative Expenses
FOR THE YEAR ENDED MAY 31, 2024
(with comparative figures for the year ended May 31, 2023)

	2024	2023
Operating Fund:		
Bank charges and interest	\$ 2,025	\$ 1,955
Insurance	3,741	1,904
National convention	13,888	18,174
Office services, general expenses and wages	32,413	31,201
Professional fees	7,659	7,493
Total operating fund expenses	<u>59,726</u>	<u>60,727</u>
Special Olympics Canada 1 Fund:		
Investment management fees	11,126	11,521
Special Olympics Canada 1 Fund:		
Investment management fees	9,868	9,034
Total Special Olympics Canada Fund expenses	<u>20,994</u>	<u>20,555</u>
Total club projects and administrative expenses	<u>\$ 80,720</u>	<u>\$ 81,282</u>

See accompanying notes to the financial statements.

74th Annual National Convention

Canadian Progress Charitable Foundation

Operations Budget

May 31, 2025

		Budget FY 2025	Actual FY 2024	Budget FY 2024
REVENUES				
Club Assessments		27,000	26,065	25,000
Club Sponsorship - Banner Program		-	-	-
Individual Sponsorship - Pin Program		-	-	-
Miscellaneous and unrestricted Donations		4,000	1,772	5,000
Live Auctions		4,000	3,100	5,000
Silent Auction		5,000	6,525	5,000
Seargent at Arms		15,000	6,600	15,000
Convention		1,500	4,286	3,000
Other Revinue		2,000	2,142	-
Total Revenues		58,500	50,490	58,000
EXPENSES				
Office & General Expenses		1,000	1,130	1,000
Bank charges and credit card fees		1,500	1,969	1,500
Insurance		1,800	1,754	2,000
National Convention/Board Travel		8,000	4,306	10,000
Professional fees		8,000	7,659	8,000
Chairperson's Travel		2,000	618	2,000
Convention/ miscellaneous Cost		4,500	4,591	3,000
NSO Athlete		2,500	2,500	2,500
Total Expenses		29,300	24,527	30,000
Office Services (charged by National)				
Gift tool	100%	800	753	1,000
Office Expense	50%	1,000	1,127	1,500
Payroll	50%	28,000	26,791	27,000
Telecommunications	50%	1,000	1,076	1,400
Website Hosting	50%	500	153	500
Website Maintenance	50%	-	-	500
Software/Subscriptions	50%	1,500	915	-
Liabilty insurance	50%	1,600	1,988	1,500
Admin Travel/Expense/Storage/Miscel	50%	1,100	2,357	360
Total Shared Expenses		35,500	35,160	33,760
Total Expenses		64,800	59,687	63,760
Excess (deficit) of revenue over expenses		(6,300)	(9,197)	(5,760)

CPCF Notice of Motion

Resolution: Motion to combine two CPCF Funds, SOC 1 and SOC 2, into one fund.

Resolution Statement:

“Be it resolved to combine the two current CPCF funds into one CPCF fund”

Explanatory Notes:

After consultation with the CPCF Board and the fund manager, Connor Clark Lunn, it was unanimously voted on by the board to combine the two different funds into one. The conclusion came from the following reasons:

1. That we have met the goal of a second million dollars.
2. Reduce the funds to one that is self-sustaining under our current obligation to contribute \$100,000 to SOC annually.
3. That the fund, SOC 1 will decline in value with the current obligation to SOC of \$100,000 per year.
4. The funds currently have 2 mandates for risk tolerance. SOC 1 is a conservative fund with a mostly income target, SOC 2 is growth orientated. SOC 2 has a higher risk tolerance but less income.
5. The combined fund will have the same overall risk tolerance level. It will be designed to be self-sustaining with growth over a long period. This will provide a clear picture of our financial position and obligation to our members.

New funds will go into SOC 2 until the funds are combined. Later, it will be determined if a new second fund will be started for a new charity or increase out commitment to SOC. Minimum fund requirement would be in the \$1,000,000 mark the funds reached \$3,000,000.

Message from the CPCF Special Olympic Canada Liaison Marie Law



For decades, Special Olympics, Canada has optimized the benefits of a healthy and active lifestyle through sport to improve the well-being of individuals with intellectual disabilities. They continue to improve and expand the quality and accessibility of sport to individuals with an intellectual disability throughout Canada. Along with this, they also strive to improve both the awareness and support of the community and those involved with them. As an organization, the Canadian Progress Club, and in turn the Canadian Progress Club Foundation work to ensure our members are strongly committed to acting locally while thinking nationally. Our relationship with Special Olympics Canada is strong, and we intend to continue to build upon the relationship we have already established.

This past year I have had the opportunity to travel to Calgary for the 2024 National Winter Games. To say that it was one of the most inspirational and rewarding experiences of my life is an understatement. The tenacity, not to mention the heart of each individual competing was awe-inspiring. Their motto “Let me win. But if I cannot win, let me be brave in the attempt” was evident in every event in the competition. Being the Special Olympic Canada liaison has been one of the most gratifying achievements of my Progress career.

As Progress members, we bring so much more to Special Olympics than just financial help. We are also involved in volunteer roles at our local club levels. We help support more than 40,000 athletes, over 16,000 volunteers and nearly 7000 programs across Canada. Financially we have a great deal to be proud of. Our investment pools have donated over \$1.5 million to Special Olympics Canada since relationship began. This does not include monies raised through the Draft an Athlete program or funds raised for provincial and local Chapters. The Canadian Progress Club is the largest non-corporate supporter of Special Olympics Canada and all of that is because of you: the members across our great country.

The World Winter Games are being held in Turin Italy in 2025. We are fortunate to have been invited to attend and I know that it will be an enriching experience for whoever attends on our behalf. It is estimated that over 7500 athletes from 175 countries will compete. We have 120 athletes and coaches from Canada competing. It is all of you who have all helped them get to their place on the world stage.

74th Annual National Convention

Members of our Canadian Progress Club Foundation board are looking forward to attending the Annual Limitless Gala in Toronto in November. It is the largest fundraiser for Special Olympics, Canada, and through monies raised at this event thousands of athletes will be able to participate in programs throughout our country. We are proud to announce that due to our increased contributions we are now elevated to the Silver Sponsor level and will be recognized at this event as such.

Our Canadian Progress Club Foundation Luncheon will be extra special this year as the flag ceremony has moved to this event. We have an amazing array of speakers, including world champion athlete, Tessa Trojan, and Gail Hamamoto, the new CEO of Special Olympics Canada. It is a pleasure to welcome Gail as she joins us for her first Progress Convention.

We are extremely proud of the partnership that we have built with Special Olympics Canada and look forward to its continued growth for many years to come. Please enjoy the convention in beautiful Niagara Falls and I look forward to seeing each one of you. Thank you for everything that you have done for the Canadian Progress Club Foundation and Special Olympics Canada.

Sincerely,

Marie Law



Canadian Progress Club

Club Progrès du Canada

Canadian Progress Club National
Annual General Meeting Documents

2024 Annual General Meeting Agenda

Canadian Progress Club National

11:00 AM EDT, September 27, 2024

Hilton Fallsview Hotel, Niagara Falls, ON



Canadian Progress Club
Club Progrès du Canada

1. Call to Order and Welcome – Robert Sams, CPC National President
2. Approval of Agenda
3. Invocation
4. Confirmation of Sergeants-at-Arms
5. Confirmation of Parliamentarian
6. Confirmation of the Credentials Committee Report & Quorum
7. Approval of the Minutes of the Annual General Meeting held on September 30, 2023, at the Westin Nova Scotian, Halifax, Nova Scotia
8. Business Arising from the Minutes
9. Introductions:
 - a. National Board
 - b. Introduction of Past National Presidents
 - c. Club Presidents or Delegate Representation
10. CPCN Secretary Treasurer's Report – Alexandra Coles
 - a. Remarks
 - b. Presentation of Accounting Service Provider's Report
 - c. Motion – to Receive May 31, 2024 Reviewed Financial Statements
 - d. Motion – to Approve FY2025 Operating Budget
 - e. Motion – Thanks to Current Accounting Service Provider Baker Tilley LLP
 - f. Motion – to Appoint Accounting Service Provider for the 2025 Fiscal Year

11. National Reports

a. National Vice-Presidents

- i. National Vice-President Western Region - Rick McMurray
- ii. National Vice-President Great Plains Region - Levi Cooney
- iii. National Vice President Central Region - Joan De Gennaro
- iv. National Vice President Eastern Region - Henrick Strait-Hinnerichsen

b. National Directors

- i. Director of Member Services & Public Relations - Lori Coughlin
- ii. Interim Director of Education & Communication - Julie Doherty

12. Update on Slate of Nominations for 2024 – 2026

13. Review Resolutions – See Attached Documentation

14. Rookie Camp Report

15. National Administrator’s Report

16. Convention Committee Reports

- a. 2024 – Niagara Falls, ON
- b. 2025 – TBD (CPC SILKS & CPC St. Albert)
- c. 2026 – TBD (CPC Greater Moncton)

17. Motion – Thanks for Service

18. New/Other Business

19. National President’s Remarks – Robert Sams

20. Recess / Lunch

21. Installation of National Board

22. Installation of Zone Governors

23. Luncheon Awards Presentation

24. Sergeant at Arms Report

Adjourn Meeting

**Canadian Progress Club National
2023 Annual General Meeting Minutes
September 30, 2023 @ 11:00 AM ADT
Westin Nova Scotian, Halifax NS**



Canadian Progress Club
Club Progrès du Canada

Call to Order and Welcome

Nicole Deveau, National President, called the meeting to order at 11:00 AM ADT and welcomed all those in attendance.

Approval of Agenda

An amendment to the agenda was made to add a “motion to amend” Canadian Progress Club National’s By-Laws Part 5 Section 29 during the CPCN Secretary-Treasurer’s Report

Motion to Approve – Doug Baker, CPC Halifax

2nd for the Motion – Bonnie Grover, CPC Halifax Citadel

All in favor – Motion Approved

Invocation

The invocation was presented by Tanya Matthews, CPC Halifax Citadel

Confirmation of Sergeant-at-Arms

Dave Lordon, CPC Greater Moncton, and Duain Bailey, CPC Calgary Downtown were confirmed as Sergeant-at-Arms for the CPC National Annual General Meeting.

Confirmation of Parliamentarian

Shelley Morton, CPC Greater Moncton Women, and Forrest Kenney, CPC Halifax were confirmed as the Parliamentarians for the CPC National Annual General Meeting

Confirmation of the Credential Committee Report & Quorum

The Credentials Committee provided their report during the CPCF AGM which **confirmed Quorum** for the CPC National Annual General Meeting. The Credentials Committee reported the following relating to quorum for the meeting:

74th Annual National Convention

- 16 Clubs in Attendance
- 105 Members in Attendance
- 159 Votes Carried by Proxy

Approval of the Previous AGM Minutes

The meeting minutes from the 2022 CPC National Annual General Meeting, held on October 8, 2022 at the Westin Harbour Castle in Toronto, ON, were reviewed by the membership in advance of the 2023 AGM. There were no errors or omissions identified in the minutes.

Motion to approve the minutes as presented – Michele Russell, CPC NOVA

2nd for the Motion – Keith Bell, CPC Calgary Bow River

All in favor – **Motion Approved**

Business Arising from the Minutes

No Business Arising was identified from the 2022 CPC National AGM Minutes

Introductions

National Board

- In attendance:
 - o National President – Nicole Deveau, CPC Halifax Citadel
 - o National President Elect – Robert Sams, CPC Greater Moncton
 - o National Secretary-Treasurer – Alexandra Coles, CPC Greater Moncton Women
 - o National Vice-President Eastern Region – Henrick Strait-Hinnerichsen, CPC Halifax
 - o National Vice-President Central Region – Joan De Gennaro, CPC Durham Region Women
 - o National Vice-President Western Region – Patti Nolan, CPC Calgary Prairie Rose
 - o National Administrator – Renate Thompson, CPC Brampton
- Regrets:
 - o National Vice-President Great Plains Region – Dwayne Loewen, CPC Saskatoon Downtown
 - o National Director of Education & Communication – Marilyn Crumpton, CPC Durham Region Women
 - o National Director of Member Services – Carla Unger, CPC Saskatoon Uptown

Past National Presidents (in attendance)

- 2019 – 2021 – Glenn Wig, CPC Saskatoon Downtown
- 2013 – 2014 – Robert Maingot, CPC Halifax
- 2011 – 2012 – Michele Russell, CPC NOVA
- 2008 – 2009 – Sharon Ward, CPC NOVA

74th Annual National Convention

- 2007 – 2008 – Doug Baker, CPC Halifax
- 2005 – 2006 – Bob Lockhart, CPC Stampede City
- 2003 – 2004 – Wolfgang Juchem, CPC Stampede City
- 2002 – 2003 – CJ MacMullin, CPC Halifax (In Memoriam)
- 1995 – 1996 – Carlos Pardo, CPC Calgary Bow River
- 1986 – 1987 – Keith Bell, CPC Calgary Bow River

Club Presidents (or Delegate Representative)

- CPC SILKS – Heather Donlevy – 3 members in attendance
- CPC Calgary Downtown – Duain Bailey – 1 member in attendance (Club is celebrating their 60th anniversary)
- CPC Stampede City – Wolfgang Juchem – 3 members in attendance
- CPC Elevate – Susan Jensen – 2 members in attendance
- CPC Calgary Prairie Rose – 2 members in attendance
- CPC Saskatoon Downtown – Conrad Correa – 3 members in attendance
- CPC Brampton – Rick Phillips – 3 members in attendance
- CPC Durham Region Women – Joan De Gennaro – 1 member in attendance
- CPC Toronto – Andrew Burgess – 2 members in attendance
- CPC Ignite – Pam Thomas – 1 member in attendance
- CPC Greater Moncton Women – Lisa Dow – 22 members in attendance
- CPC Greater Moncton – Brad DiPaolo – 10 members in attendance
- CPC NOVA – Amanda Walker – 8 members in attendance
- CPC Halifax – Robin Knight – 22 members in attendance
- CPC Halifax Citadel – Brooke Ireland – 23 members in attendance
- CPC St. John’s – Bob Moakler – 2 members in attendance

** Note – 108 members in attendance due to new members not included in Quorum totals

CPCN Secretary-Treasurer’s Report

Alexandra Coles, National Secretary-Treasurer, presented the fiscal year ended May 31, 2023 financial statements to the membership and provided remarks about audit report results. Please see attached financial statements for reference.

Alexandra Coles, National Secretary-Treasurer, presented the following motions in relation to the CPCN financials:

Motion #1 – “I move that the 2023 fiscal year audited financial statements, for Canadian Progress Club - National (year ended May 31, 2023), be received as presented at the September 30, 2023 annual general meeting.”

2nd for the Motion – Stacey Couturier, CPC Greater Moncton Women

All in favor – Motion Approved

74th Annual National Convention

Motion #2 – “I move to thank our accounting advisors, Baker Tilly Nova Scotia Inc, for their services in preparing our 2023 financial statements.”

2nd for the Motion – Robert Maingot, CPC Halifax

All in favor – Motion Approved

Motion #3 – “I move that an amendment be made to Canadian Progress Club National’s By-Laws Part 5 Section 29 as follows: The books, accounts and records of National shall be audited or reviewed at least once each year, as recommended by the CPCN Finance, Audit, and Risk Management Committee to the National Board, by a duly qualified accounting professional appointed for that purpose at the Annual General Meeting, and the remuneration of the accounting services provider shall be fixed by the board. A copy of the audited or reviewed financial statements shall be made available to individual members on the National website within sixty (60) days following the Annual General Meeting.”

2nd for the Motion – Katherine Risley, CPC Halifax Citadel

All in favor – Motion Approved

Motion #4 – “I move that Canadian Progress Club - National appoint Baker Tilly Nova Scotia Inc as our accounting advisors, in relation to the preparation of our financial statements for the fiscal year ended May 31, 2024.”

2nd for the Motion – Brooke Ireland, CPC Halifax Citadel

All in favor – Motion Approved

Alexandra Coles, National Secretary-Treasurer, presented the fiscal year ended May 31, 2024 operations budget to the membership, and presented the following motion relating to said budget. Please see attached operations budget for your reference.

Motion #5 – “I move that the 2024 fiscal year budget for Canadian Progress Club National (year ended May 31, 2024) be approved as presented at the September 30, 2023 annual general meeting.

2nd for the Motion – Adam Magee, CPC Greater Moncton

All in favor – Motion Approved

National Reports

The National Vice-Presidents in attendance provided remarks and updates on their respective Regions for the past year. Please see attached slides from AGM presentation for a summary of their updates.

None of the National Directors were in attendance therefore no updates and remarks were presented on their portfolios.

74th Annual National Convention

Update on Vacant Positions

Robert Sams, National President-Elect, advises that the Board is currently working to appoint an individual for the balance of the term of National Director of Members Services. More details will be forthcoming.

Robert Sams, National President-Elect, confirms that the position of National President-Elect is open at this time.

Call for Nominations from the Floor

Robert Sams, National President-Elect, call for nominations from the floor for the National President-Elect position for the 2023 – 2025 term.

Greg Keller, CPC Saskatoon Downtown, nominates Paula Irving, CPC NOVA, for the position of National President Elect. Paula Irving accepted the nomination. Robert Sams accepts the nomination on behalf of the CPC National Board. There are no other nominations received from the floor. The nomination to appoint Paula Irving, CPC NOVA, as National President-Elect for the 2023-2025 term is **approved by the membership in attendance.**

Rookie Camp Report

Past National President Carlos Pardo, CPC Calgary Bow River, report that approximately 22 Rookies attended camp at the Old Triangle Pub in Halifax, NS. Glow sticks were handed out to the Class of 2023 at the Pub as well as the morning of the AGM to identify the members as Rookies.

Matt Lauer, CPC Toronto, was awarded the SPAM hat from Rookie Camp.

National Administrators Report

Renate Thompson, CPC Brampton, provided remarks and updates to the membership as the CPC National Administrator. Renate reminded the membership to please update their clubs' rosters with new members, as well as to remove members who have left. Renate asked that clubs also advise the National Office when new members are inducted.

Renate also reminder members to advise the National Office if they are donating funds to CPCF through third-party organizations (United Way, Facebook giving, etc.) so that the funds coming into the foundation can be match up to individual members pin programs.

Convention Committee Reports

2023 – Halifax, Nova Scotia

74th Annual National Convention

Jason Fanning, CPC Halifax, also one of the convention committee co-chairs, provided remarks about the results of this year's convention. Jason summarized that there was a total of 155 attendees (between full and partial registrations), and that the committee collected \$12,100 in sponsorship for the event (\$4,000 of which was cash sponsorship). Jason ran through the committee's thank you list, with a particular mention to the members and Clubs of the Eastern Region.

2024 – To be determined – No volunteers at this time

2025 – Cheryl Sinclair, CPC SILKS, advised that CPC SILKS and CPC St. Albert would like to host the 2025 National Convention, outside of Canada.

2026 – Duane Verreault, CPC Greater Moncton, advised that CPC Greater Moncton would like to host the 2026 National Convention, in Charlottetown, PE, in celebration of their Club's 25th Anniversary.

Thanks for Service

The Thanks for Service motion was presented by Katherine Risley, CPC Halifax Citadel, and was unanimously approved by the membership in attendance.

New/ Other Business

No new or other business was raised at this time.

Outgoing National President's Remarks

National President, Nicole Deveau, CPC Halifax Citadel, provided remarks on the status of our Clubs across the country and their fundraising activities/ successes during the year. Nicole announced to the membership that cumulatively, our Club's across Canada contributed \$1,494,243 back into to their local communities this year.

Recess/ Lunch

The CPC National AGM paused for lunch to be served to the delegates.

74th Annual National Convention

Installation of National President

Robert Sams, CPC Greater Moncton was installed as Canadian Progress Club National President by Nicole Deveau, CPC Halifax Citadel.

Installation of National Board

Robert Sams, CPC National President, installed the following Canadian Progress Club members as Directors and Officers of the CPC National Board:

- National President-Elect – Paula Irving, CPC NOVA
- National Secretary-Treasurer – Alexandra Coles, CPC Greater Moncton Women
- National Vice-President Eastern Region – Henrick Strait-Hinnerichsen, CPC Halifax
- National Vice-President Central Region – Joan De Gennaro, CPC Durham Region Women
- National Vice-President Great Plains Region – Levi Cooney, CPC Regina Centre
- National Vice-President Western Region – Rick McMurray, CPC Calgary Bow River
- National Director of Education & Communication – Marilyn Crumpton, CPC Durham Region Women
- Canadian Progress Charitable Foundation Chair – Glenn Semaniuk, CPC Halifax

Installation of Zone Governors

Robert Sams, CPC National President, installed the following Canadian Progress Club members as Zone Governors, in their respective Regions:

- Eastern Region – Amanda Walker, CPC NOVA
- Western Region – Cheryl Sinclair, CPC SILKS
- Western Region – Susan Jensen, CPC Elevate

National President's Remarks

Robert Sams, CPC National President, provided brief remarks to close the 2023 Canadian Progress Club National Annual General Meeting.

Sergeant-at-Arms Report

The Sergeants-at-Arms, Dave Lordon, CPC Greater Moncton, and Duain Bailey, CPC Calgary Downtown, reported that a total of \$1,220 (\$675 cash and \$545 in IOU's) was collected during the 2023 CPCF and CPCN annual general meetings. Fines matchings and additional donations were made from the floor, with contributions pledged by the following Clubs and Members:

- CPC Brampton - \$1,000 (\$500 directed to SOC 2)
- CPC Durham Region Women - \$500
- CPC Halifax Citadel - \$300

74th Annual National Convention

- CPC Greater Moncton Women - \$300
- CPC Greater Moncton - \$1,100 (\$100 directed to SOC 2)
- CPC Halifax - \$1,220
- CPC SILKS - \$500
- CPC NOVA - \$250
- CPC Saskatoon Downtown - \$500
- CPC Calgary Downtown - \$300
- CPC Elevate - \$100
- CPC Calgary Bow River - \$300
- Robert Sams, CPC Greater Moncton - \$1,000 (\$500 directed to SOC 2)
- Henrick Strait-Hinnerichsen, CPC Halifax - \$100
- Doug Baker, CPC Halifax - \$100
- Michele Russell, CPC NOVA - \$500 (\$400 directed to SOC 2)
- Cheryl Sinclair, CPC SILKS - \$100
- Marie Law, CPC Greater Moncton Women - \$150
- Glenn Semaniuk, CPC Halifax - \$200
- Paula Irving, CPC NOVA - \$200 (\$100 directed to SOC 2)
- Aynslie Croney, CPC Greater Moncton Women - \$100
- Alexandra Coles, CPC Greater Moncton Women - \$100
- Junita Soutar, CPC Brampton - \$100
- Renate Thompson, CPC Brampton - \$100
- Heather Labuki, CPC Halifax Citadel - \$400 (directed to SOC 2)
- Joan De Gennaro, CPC Durham Region Women - \$100 (director to SOC 2)
- Matthew Lauer, CPC Toronto - \$100 (directed to SOC 2)
- Bob Lockhart, CPC Stampede City - \$500 (directed to SOC 2)
- Kristy Buck, CPC Greater Moncton Women - \$100 (directed to SOC 2)
- Stacey Couturier, CPC Greater Moncton Women - \$200 (directed to SOC 2)
- Carlos Pardo, CPC Calgary Bow River - \$100 (directed to SOC 2)

A total of \$11,840 was collected as part of the 2023 CPCF and CPCN annual general meetings.

Motion to donate Sargeant-at-Arms funds to CPCF – Dave Lordon, CPC Greater Moncton

2nd for the Motion – Marie Law, CPC Greater Moncton Women

1. All in favor – Motion Approved

Meeting Adjourned

Year-End Summary Report – Fiscal Year 2023 – 2024

CPC National Secretary – Treasurer

Dear Members,

As the 2023-2024 fiscal year draws to a close, I'm pleased to report on the work completed as part of my portfolio as your National Secretary-Treasurer. It has been a busy and productive year, and I am proud of the steps we've taken to ensure our organization's financial and administrative stability. Below are some of the key accomplishments:

Corporate and Tax Compliance

One of the major achievements this year was bringing our organization back into compliance with the Canada Revenue Agency (CRA). Thanks to Grant Thornton's assistance, a Voluntary Disclosure Program (VDP) application was submitted, along with 10 years' worth of back-filed returns. We have also requested that any penalties associated with these late filings be waived. Furthermore, we worked with our current accounting service provider, Baker Tilly, to file our 2023 returns and to draft our 2024 returns, which will be filed after the approval of Canadian Progress Club - National's (CPCN's) financials at our Annual General Meeting (AGM).

Cost and Asset Management

To ensure better management of our resources, we built a comprehensive list of office subscriptions to monitor and manage costs efficiently. Additionally, we created an inventory of office assets that includes the purchase date, current condition, and the estimated remaining useful life. This will allow us to plan and budget for future asset replacements in a more strategic manner.

Board Policies and Procedures

Several key policies were finalized this year. The **National Board Spending Policy**, which was originally drafted during Nicole Deveau's time in office as our National President, was completed and approved by the Board in July 2024. This policy outlines guidelines for quotes, RFPs, expense reimbursement, and approvals, ensuring clearer and more accountable financial practices.

We also conducted a comprehensive review of the **CPCN Travel Policy** for board members. Updates included changes to mileage and meal reimbursement rates, aligning them with industry standards, and clarifying which expenses are eligible for submission.

CPCN's travel expense reimbursement form was updated to reflect the new banking procedures, incorporating options for BMO EFT payments. We also added an option for Board members to contribute a portion of their reimbursement to the Canadian Progress Charitable Foundation's (CPCF's) Pin Program if they choose.

Insurance Updates

We adjusted the renewal period for **Directors & Officers (D&O) Insurance**, moving it from June 1st to July 1st of each year. This change will provide clubs with more time to complete their annual reports and finalize year-end financials. To accommodate this, we extended the current policy to 13 months, so the new cycle will begin on July 1, 2025.

Financial Investments

To optimize our organization's cash flow, we opened a **high-interest savings account** with BMO in November 2023, allowing our excess cash to earn interest income. While we reviewed Guaranteed Investment Certificates (GIC's) and other investment options, the Board decided to maintain our cash in the high-interest account through the duration of the 2024 National Convention. We will revisit the option to invest in GIC's or other instruments after the convention to determine the best course for earning optimal returns.

Financial Assurance and Budgeting

In line with the by-law amendment approved at the 2023 AGM, the Finance, Audit, and Risk Management (FAR) Committee recommended, and the Board approved, proceeding with a **Review Engagement** for the current fiscal year-end financial statements (FYE 05.31.2024). The Board felt that, given the transactions incurred this year, a review engagement would provide sufficient assurance.

We also spent considerable time preparing the **FY25 Operating Budget**, which has been balanced and will continue to be reviewed and adjusted as necessary, particularly in September, as we compare year-to-date actuals with projections for operating and convention expenses.

Ongoing and Future Projects for 2024-2025

Looking ahead, we have several important initiatives that we will continue to work on throughout the 2024-2025 fiscal year:

- **General Expense Reimbursement Form:** As part of the travel policy revisions, we identified the need for a general expense reimbursement form for ad hoc expenses paid by board members personally. This form is currently in development and will be made available on the National website once finalized.

74th Annual National Convention

- **Board Member Recognition Program:** The Board is also working on developing a recognition program for board members who choose not to expense all their travel costs to CPCN. We welcome any suggestions from our members on ways to recognize the personal contributions made by our board members.
- **Investment Review:** After the conclusion of the 2024 National Convention, the Board will revisit the option of investing excess cash into GICs or other investment vehicles. We aim to explore whether such options can provide comparable or better interest yields than our current high-interest savings account.

In closing, I would like to thank all members for their continued support and engagement. This past year has been one of significant progress, and I look forward to working together as we build on these achievements and continue to strengthen our organization. Your involvement and contributions are what make CPCN thrive, and I am honored to serve as your Secretary-Treasurer.

Thank you for a successful year, and here's to continued progress in 2024-2025.

Sincerely,
Alexandra Coles
CPC National Secretary-Treasurer

**CANADIAN PROGRESS CLUB - NATIONAL
FINANCIAL STATEMENTS
MAY 31, 2024**

**CANADIAN PROGRESS CLUB - NATIONAL
INDEX
MAY 31, 2024**

	Page
INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT	1
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS	3
STATEMENT OF FINANCIAL POSITION	4
STATEMENT OF CASH FLOWS	5
NOTES TO THE FINANCIAL STATEMENTS	6 - 10



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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of:

Canadian Progress Club - National

We have reviewed the accompanying financial statements of **Canadian Progress Club - National** ("the Club") that comprise the statement of financial position as at May 31, 2024 and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of **Canadian Progress Club - National** as at May 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Baker Tilly Nova Scotia Inc

Dartmouth, Nova Scotia
September 17, 2024

Chartered Professional Accountants

CANADIAN PROGRESS CLUB - NATIONAL
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED MAY 31, 2024

3

	2024	2023
	\$	\$
REVENUES		
100th National Convention	-	95,995
Membership dues	66,796	63,855
Expense recoveries (Note 5)	35,161	31,252
Insurance charged to clubs	21,415	19,556
Interest	1,617	-
Miscellaneous	169	776
	<u>125,158</u>	<u>211,434</u>
OPERATING EXPENSES		
Bad debts	-	115
Canadian Progress Charitable Foundation (Note 5)	35,161	31,252
Interest and bank charges	776	1,253
Insurance	24,152	24,324
National awards	1,325	1,377
National board travel	7,951	7,747
National education	-	1,150
National membership	-	1,000
National supplies	472	-
National president's travel	2,384	6,665
Office, general and computer supplies	2,753	3,653
Professional fees	8,461	11,830
Salaries and benefits	27,076	25,747
Telecommunications	1,212	1,086
Website maintenance and upgrades	746	263
100th National Convention	-	121,109
	<u>112,469</u>	<u>238,571</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	12,689	(27,137)
NET ASSETS - beginning of year	<u>121,628</u>	<u>148,765</u>
NET ASSETS - end of year	<u>134,317</u>	<u>121,628</u>

**CANADIAN PROGRESS CLUB - NATIONAL
STATEMENT OF FINANCIAL POSITION
AS AT MAY 31, 2024**

4

	2024	2023
	\$	\$
ASSETS		
CURRENT		
Cash	114,169	99,098
Accounts receivable (Note 3)	35,336	30,507
Prepays	<u>13,357</u>	<u>6,539</u>
	<u>162,862</u>	<u>136,144</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 4)	12,605	14,516
Deferred revenue	<u>15,940</u>	<u>-</u>
	28,545	14,516
NET ASSETS		
UNRESTRICTED	<u>134,317</u>	<u>121,628</u>
	<u>162,862</u>	<u>136,144</u>

COMMITMENT (Note 6)

CONTINGENCY (Note 7)

Approved by the Board



Director



Director

**CANADIAN PROGRESS CLUB - NATIONAL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MAY 31, 2024**

5

	2024	2023
	\$	\$
CASH PROVIDED BY (USED FOR):		
OPERATING		
Excess (deficiency) of revenues over expenses	12,689	(27,137)
Changes in non-cash working capital items		
Accounts receivable	(4,829)	3,648
Prepays	(6,818)	31,758
Accounts payable and accrued liabilities	(1,911)	7,777
Deferred revenue	<u>15,940</u>	<u>(47,409)</u>
CHANGE IN CASH	15,071	(31,363)
CASH - beginning of year	<u>99,098</u>	<u>130,461</u>
CASH - end of year	<u><u>114,169</u></u>	<u><u>99,098</u></u>

1. OPERATIONS

Canadian Progress Club - National ("the Club") is a not-for-profit organization dedicated to enhancing the quality of life for all Canadians, through community service, in the spirit of fellowship. The Club relies on continuing support from its members.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Cash

Cash consists of bank balances held with a financial institution.

Accounts receivable

It is the policy of the Club to make a provision as bad debt for all amounts receivable from member clubs that extend beyond one year.

Revenue recognition

The Club follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expense are incurred.

Unrestricted contributions, including membership dues, expense recoveries, and insurance charged to clubs, are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Miscellaneous revenue is recognized when the goods or services have been delivered or rendered and collection is reasonably assured.

Endowment contributions are recognized as direct increases in net assets.

Interest income is recognized on an accrual basis when interest is earned.

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributed goods and services

The Club receives contributed goods and services from members and others, primarily in the form of telecommunications and internet services, and rent-free office space. Because of the difficulty in determining the fair value of these goods and services, contributed goods and services are not recognized in these financial statements.

Income taxes

The Club is a non-profit organization under section 149 (1) of the Income Tax Act, and, as such, is exempt from income taxes. Accordingly, no provision has been made in the accounts for income taxes.

Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Estimates are used when accounting for items and matters such as allowance for doubtful accounts and certain accrued liabilities. Actual results could differ from those estimates.

Financial instruments

Measurement of financial instruments

The Club initially measures its financial assets and financial liabilities at fair value, except related party transactions which are recorded at the exchange amount established and agreed upon by the related parties.

The Club subsequently measures all its financial assets and financial liabilities at amortized cost, except related party transactions which are measured at their carrying value.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial instruments (continued)

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down is recognized in excess (deficiency) of revenues over expenses. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of a reversal is recognized in excess (deficiency) of revenues over expenses.

3. ACCOUNTS RECEIVABLE	2024	2023
	\$	\$
Trade receivables - member clubs	175	691
Due from Canadian Progress Charitable Foundation (Note 5)	<u>35,161</u>	<u>29,816</u>
	<u>35,336</u>	<u>30,507</u>

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024	2023
	\$	\$
Trade payables	6,605	1,484
Accrued liabilities	<u>6,000</u>	<u>13,032</u>
	<u>12,605</u>	<u>14,516</u>

Trade payables include a credit card liability of \$2,076 (2023 - \$945) owed to the Bank of Montreal. The credit card has a limit of \$5,000.

5. RELATED PARTY

During the year, the Club charged \$35,161 (2023 - \$31,252) to the Canadian Progress Charitable Foundation ("the Foundation"), an affiliated organization, for office services.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

5. RELATED PARTY (Continued)

The receivable amount included in accounts receivable in Note 3, is unsecured, non-interest bearing and has a 30 day term for repayment.

6. COMMITMENT

During the year, the Club entered into an agreement with Hilton Niagara Falls Hotel ("the Hotel") for a convention scheduled in September 2024, which includes a minimum spend commitment of \$88,302. This commitment obligates the Club to spend a specified minimum amount on services and facilities provided by the Hotel over a defined period. If the Club chooses to cancel this booking, it will be subject to cancellation fees.

7. CONTINGENCY

During the year, the Club filed Not-for-Profit Information Returns under the Voluntary Disclosure Program (VDP) for the preceding 10 years. The maximum penalty that could be incurred is \$2,500 for each year, with a potential total liability of \$25,000. Management has assessed the likelihood of incurring these penalties as possible but not probable. As such, no provision has been recognized in the financial statements for the year ended May 31, 2024.

8. FINANCIAL INSTRUMENTS

Risks and concentrations

The Club is exposed to various risks through its financial instruments. The following analysis provides a measure of the Club's risk exposure and concentrations at May 31, 2024.

It is management's opinion that the Club is not exposed to significant market, currency, interest rate or price risk from its financial instruments. The risks arising on financial instruments are limited to the following:

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Financial instruments that potentially subject the Club to concentrations of credit risk consist of cash and accounts receivable. The Club deposits its cash in reputable financial institutions and therefore believes the risk of loss to be remote. The Club is exposed to credit risk from customer accounts receivable. A provision for impairment of accounts receivable is established when there is objective evidence that the Club will not be able to collect all amounts due.

8. FINANCIAL INSTRUMENTS (Continued)

Liquidity risk

Liquidity risk is the risk that the Club will encounter difficulty in meeting obligations associated with financial liabilities. The Club is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. The ability of the Club to continue operations is dependent on its ability to maintain its membership support. The Club has sufficient working capital to meet obligations as they come due.

9. COMPARATIVE FIGURES

Certain figures presented for comparative purposes have been reclassified to conform with the financial statement presentation adopted for the current year.

74th Annual National Convention

Canadian Progress Club - National FY25 Operating Budget - FINAL May 31, 2025

	FY2025 Budget	FY2024 Actual	FY2024 Budget
REVENUES			
National Convention	42,000	-	-
Membership Dues	64,800	66,796	63,750
Insurance charged to clubs	23,250	21,415	21,500
Interest Income	2,700	1,617	-
Miscellaneous	-	169	-
CPCF Cost Share Recovery	34,575	35,161	32,100
Total Revenues	167,325	125,158	117,350
EXPENSES			
Bad debt expense	-	-	-
Bank charges	500	776	600
Insurance	25,710	24,152	26,300
National awards and recognitions	1,500	1,325	1,300
National board travel	13,500	7,951	7,500
National communication and marketing	1,200	-	-
National education and engagement	1,200	-	1,000
National membership attraction and retention	1,000	-	-
National supplies	-	472	500
Office, general, and computer supplies	2,935	2,753	2,975
National president's travel	5,000	2,384	5,500
Professional fees	7,910	8,461	9,800
Salaries and benefits	27,895	27,076	26,650
Telecommunications	750	1,212	1,000
Web-site maintenance and upgrades	1,650	746	2,125
National Convention	45,000	-	-
CPCF Cost Share Recovery	34,575	35,161	32,100
Total Expenses	170,325	112,469	117,350
Excess (Deficiency) of Revenues Over Expenses	(3,000)	12,689	-

Resolution – Change in CPI Assessment Date

The following motion was passed at the CPC National AGM in Saskatoon, SK, which allowed for an annual increase in CPC’s national membership dues by an amount equivalent to the Consumer Price Index (CPI) increase for Canada as of April 30th of each year.

13. Resolutions as Presented:

#1 Increase in Annual Dues presented by Chris Yonke

Moved by Chris Yonke, 2nd by Marie Law that the Canadian Progress Club membership dues increase annually at a rate equal to the consumer price index rate for Canada in effect on April 30th of each year. The first increase will be on April 30th, 2018. This formula for increases will be reviewed at least every three years to ensure that it meets the needs of our organization.

1. Amendment – dues increase as per the Consumers Prices Index April 30, 2019
2. Amendment – dues increase at \$20.00 on April 30, 2018.

Chris “I motion that we proceed with the membership dues increase as proposed and amended”. 2nd Marie Law **Motion Carried.**

The CPC National Board has approved increases in the annual national membership dues as follows since this motion was passed:

- June 1, 2017 - \$140.00 per member (dues at the time the motion was passed)
- June 1, 2018 - \$160.00 per member (increase per 2nd amendment in the motion)
- June 1, 2022 - \$165.00 per member (CPI increase as of April 30, 2022)
- June 1, 2023 - \$170.00 per member (CPI increase as of April 30, 2023)

Our concern with the motion that was approved above is that the annual CPI for April is not released until mid to late May, which means that CPC National is unable to notify the membership of a dues increase until at least the end of May or beginning of June, depending on when our monthly board meeting occurs, so that the Board can approve an increase in national membership dues.

This delay in notification does not work well for a lot of clubs as many begin collecting membership dues for the next fiscal year in February or March of the current fiscal year. Many clubs opt for this method to ensure they have accurate roster numbers as of May 31st to ensure their national membership dues are invoiced correctly for the new fiscal year.

Based on this understanding, it is reasonable and fiscally responsible that the CPI assessment date be changed to allow the CPCN Board to approve annual dues increases as needed. A change in the CPI assessment date will allow CPCN to provide notification to the membership earlier in the fiscal year preceding the change (by the end of February each year) so that members and clubs may plan accordingly.

Proposed Resolution

That a motion to amend the Annual Dues motion that was presented and approved at the 2017 CPC National AGM in Saskatoon, SK, be made as follows:

The Canadian Progress Club membership dues increase annually at a rate equal to the Consumer Price Index rate for Canada in effect on December 31st of each year.

2024 Slate of Nominations (Term for 2024 to 2026)

Canadian Progress Club National

The following positions are acclaimed:

Secretary-Treasurer	Alexandra Coles, CPC Greater Moncton Women
Director of Awards & Recognitions	Lori Coughlin, CPC Halifax Citadel
Director of Communication & Marketing	Aynslie Croney, CPC Greater Moncton Women
Director of Education & Engagement	Julie Doherty, CPC Greater Moncton Women

Canadian Progress Charitable Foundation

The following position is acclaimed:

Secretary-Treasurer	Douglas Baker, CPC Halifax
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2023 – 2024 National Award Recipients

Individual Awards

Mercury Award(s)

Diamond Mercury Award(s)

Builder Award(s)

Hall of Fame Award(s)

Outstanding New Member Award

Progression of the Year

Club Awards

Attendance Award

Tier I

Tier II

Tier III

Operations Award

Tier I

Tier II

Tier III

Community Service Award

Tier I

Tier II

Tier III

Membership Award

Tier I

Tier II

Tier III

Ways and Means Award

Tier I

Tier II

Tier III

National President's Award
(Club of the Year)

Tier I

Tier II

Tier III

2024 National Convention Educations Sessions

CPC National and Club Level Insurance Coverage

Explore the critical role of General Liability coverage in protecting your Clubs from common risks and liabilities. Gain insight into Directors and Officers (D&O) coverage through a general overview, helping you understand its importance in safeguarding leadership teams from legal challenges.

This session will be presented by Joseph Hines, our insurance broker from Arthur J. Gallagher Canada Limited who provides both general liability and D&O insurance coverage to CPCN, CPCF, and its member clubs.

As the Cyber Practice Leader for Gallagher Canada, Joe is responsible for educating, placing, presenting, and selling insurance across the country. However, Joe also manages a book of business outside of cyber specific accounts. Based out of Halifax, Joe regularly presents at industry and non-industry events as an active member of Gallagher's Global Cyber Practice and employee of Gallagher. Over the course of his seven-year tenure at Gallagher, Joe has assisted in the management of a wide variety of accounts of all shapes and sizes. Gallagher's clients rely on Joe to understand their risk exposures, inform them of appropriate coverage features, walk them through complex risk scenarios, and arrange coverage for unique risk exposures using his vast network and expertise. With ample knowledge of carrier risk appetites, the insurance landscape, and underwriting requirements, Joe can provide pointed council to clients on what is needed to mitigate impending risks and improve risk posture for coverage placement. Joe's expertise is not limited to cyber insurance as he is an experienced broker with lines of commercial insurance.

[Session Details: Thursday September 26, 2024 @ 10:00 AM in the Great Falls Ballroom](#)

Inclusion Strategies for Adults with Intellectual Disabilities

Explore effective strategies for fostering inclusion and support for adults with intellectual disabilities within our communities.

This session will be presented by Julie Doherty, Interim National Director of Education and Communication. Julie Doherty has been a valued member of Progress since April 2020 and is an esteemed participant in CPC Greater Moncton Women. She currently works as a Manager at Moncton Employment and Training Services, Inc. (METS), an organization committed to providing day services for adults with intellectual disabilities. Julie holds a diploma in Human Service Counselling and brings over twenty years of professional

experience to her role. In 2019, she earned certification as a Registered Behavior Technician and continues to uphold this credential to stay current with advancements in the field. Additionally, Julie serves as Vice President of the Greater Moncton Down Syndrome Society and is the Director of Education on the CPC National board. She also chairs the Community Services committee and co-chairs the Bowl for Kids event for Greater Moncton Women along side Big Brother Big Sisters Moncton.

[Session Details: Thursday September 26, 2024 @ 10:00 AM in the Lake Superior Room](#)

CPC National Awards: Value to the Individual & Club Awards and 2025 Revisions

Discover the impact of CPC National Awards on members and club, learn about the revisions coming in 2024.

This session will be presented by Lori Coughlin, National Director of Member Services. Lori has been involved with the Canadian Progress Club as a member of Halifax Citadel since 2016. She has taken on a variety of Chair roles for her club events and activities, and she is currently Vice President for Halifax Citadel. She held the position of Director of Awards for the Eastern Region for 3 years and she is currently the National Director of Awards.

Lori is the Executive Director for Catapult Leadership Society – a Nova Scotia charity that serves youth with leadership potential but limited opportunities. She has developed both educational and entertainment programming for over 20 years and is very excited to share what the National Awards Committee has been up to this year.

[Session Details: Thursday September 26, 2024 @ 11:15 AM in the Lake Superior Room](#)

Newcome Inclusion: Recruiting and Supporting within our Clubs

Discuss strategies for welcoming newcomers into our clubs, ensuring they feel supported and engaged from the start.

This session will be presented by Nazneen Khan from Volunteer MBC. Nazneen Khan currently serves as the Programs Coordinator at Volunteer MBC, delivering innovative volunteer programs for youth, seniors and newcomers. She completed her Bachelors of Public Affairs and Policy Management from Carleton University in 2019. She has over a decade of experience in youth volunteerism as a community organizer for social and environmental justice causes. She currently volunteers with a local grassroots organization called Girls Empowerment Movement, which creates mentorship and leadership

opportunities for high school girls in Peel region. She has a love-hate relationship with bees. As the local volunteer centre for Peel, Volunteer MBC serves a highly diverse population including a high rate of newcomers, including immigrants and refugees, and develops their skills and community belonging by engaging them in volunteer opportunities.

[Session Details: Thursday September 26, 2024 @ 3:00 PM in the Great Falls Ballroom](#)

Gen AI: Working Smarter, Not Harder

Learn how to leverage Generative AI to increase efficiency and productivity in your work and personal life.

This session will be presented by Aynslie Croney, CPC Greater Moncton Women. Aynslie Croney has been an active member of the Greater Moncton Women since November 2022. Since joining, she has significantly contributed to the Girls Night Out committee and currently serves as the Chair of the Communications Committee. This fall, she will lead her club's Spirit Survivor committee and take on the role of National Director of Communications for CPC.

Beyond her community involvement, Aynslie is an instructor at New Brunswick Community College in Moncton, where she also serves on the College's Board of Governors. Additionally, she is the president of the Atlantic Provinces Association of Communications Teachers.

Over the past year, Aynslie has dedicated over 25 hours to training in Generative AI for higher education. She integrates this transformative technology into her classroom, teaching students to use it responsibly and effectively.

Aynslie is excited to share her insights and the latest advancements in Generative AI with her fellow Progressions, helping them work smarter, not harder.

[Session Details: Thursday September 26, 2024 @ 3:00 PM in the Lake Superior Room](#)

2024 National Convention Sponsors and Contributor

The CPC National Convention organizing committee extends sincere thanks and gratitude to the following for their generous support. These Boards, Clubs, and organizations provided monetary support for various items, including welcome kits, education sessions, and hospitality suites.



Canadian Progress Club
Club Progrès du Canada



Canadian Progress Club
Club Progrès du Canada
BRAMPTON



Canadian Progress Club
Club Progrès du Canada
CALGARY BOW RIVER



Canadian Progress Club
Club Progrès du Canada
DURHAM REGION WOMEN

THANK YOU!

On behalf of CPCN and CPCF, we would like to thank you for attending this year's convention in Niagara Falls, ON.

Your participation clearly shows the spirit of Progress across the country!

National Convention – Where Service Meets Celebration

We look forward to seeing you next year at the 75th Annual National Convention!