



**SHOOTING FEDERATION OF CANADA**  
**Annual Meeting of the Members**  
**Saturday September 12, 2020**  
 12:00 pm EDT  
**DRAFT MINUTES**

1. Welcome, Call to Order & Acknowledgements

The President, Sandra Honour, called the meeting to order at 12:05 pm EDT, introduced herself and thanked participants for joining the proceedings.

2. Roll Call

Sandra Honour	President
Wynn Payne	VP Administration
Michel Poitras	VP Domestic and Operations
Lisa Deneka	VP High Performance & Nominating Cttee Chair
Shari Akow	VP Provincial/Territorial
Allan Harding	VP Provincial/Territorial
Guillaume Paré	VP Rifle & Rifle Section Chair
Shane Staniek	VP Pistol & Pistol Section Chair
Susan Natrass	VP Shotgun & Shotgun Section Chair
James Kochanoff	Board Member at Large
Sharon Bowes	Athlete Representative
Mark Hynes	Alternate Athlete Representative
Ray Fisher	Provincial/Territorial Appointee – Nova Scotia
David Mosscrop	Provincial/Territorial Appointee – Manitoba
Dale Caswell	National Officials Committee Chair
Susan Verdier	SFC Technical Director & Recorder
Connor Deneka	SFC Domestic Programs Coordinator
Joey Hutton	SFC Administration & High Performance Assistant

Asmir Arifovic	Liz Gustafson
Audrey-Anne Déry	Lori Kranenburg
Avianna Chao	Marian Patrick
Brian LaGroix	Michal Dugovic
Cynthia Meyer	Miriam Roemer-Arifovic
Dave Woolridge	Nicole Sullivan, Sport Canada Senior Analyst
Elaine Brown	Paul Deslierres
Florin Marinache	Richard Lanning
Frédérique Blaive	Stephen Heit
Garett Dick	Stuart Burns
Glenn Hicks	Tuğrul Özer
Gregory Sych	Turobor Dell
James Sandall	Tye Ikeda
Jason Jarvis	Rob Deneka
Jim Spragg	Vadim Zevlever
John Fuller	William Stanko
Kim Britton	Liz Gustafson
Lindsay Boddez	

3. Confirmation of Quorum

Quorum, defined as twenty-five (25) members entitled to vote at the Meeting being present in person or represented by proxy, was confirmed.

4. Review of the Agenda

The President reviewed the Agenda and noted that there were no additions or items from the floor.

5. Approval of the Minutes of the September 7, 2019 Annual Meeting

**MOTION**

*BE IT RESOLVED that the Minutes of the September 7, 2019 Annual Meeting of the Members are approved as circulated.*

*Moved: Sandra Honour*

*Seconded: Lisa Deneka*

*Carried*

6. Business Arising from the Minutes

None

7. Responsibilities of the Board of Directors and Executive Committee

The President spoke to the commitment of those running for Board positions. The Federation was expecting a tumultuous upcoming few years and there was a real need to provide value to the membership. There had been issues in the insurance realm in regards to liability and premiums had been going up affecting SFC income. There had been attacks on gun ownership and a need to maintain our sport as many clubs had been hit hard by the economics of the pandemic. She anticipated an increase in workload to those accepting Board positions. All Board responsibilities had been posted to the new SFC website. The President explained how to access information from the drop down menus.

8. Special Motions

The President reviewed three proposed By-laws amendments:

8.1 Amendment to Article VI – VOTING, item II. (SFC Bylaws page 4)

The By-laws wording revision proposed:

*“If the Annual Meeting of the Members is held in whole or in part by teleconference or videoconference, then notice shall be given to the voting members at least forty-eight (48) hours prior to the commencement of the meeting of all particulars pertaining to the vote, in addition to the voting procedure policy.”*

**MOTION**

*BE IT RESOLVED that the SFC By-Laws amendment to Article VI – VOTING, item II. as presented is approved.*

*Moved: Sandra Honour*

*Seconded: Susan Natrass*

*Carried unanimously*

8.2 Amendment to Article VIII – BOARD OF DIRECTORS, item VII. Audit Committee (SFC By-Laws page 8)

The By-Laws wording revision proposed:

*"VII. Finance Committee*

- a. *The Board of Directors shall appoint three (3) persons, one of whom is to be a Board member, to form a Finance Committee to assist the Board in discharging its duties regarding financial reporting and compliance with legal obligations. The members of the Finance Committee shall select the chair of the Committee. The Vice President of Administration shall be an ex-officio, non-voting member of the Finance Committee.*
- b. *The members of the Committee are expected to serve for a minimum term of two years. Board members appointed to the Committee will continue to serve on the Committee while they remain as Board members. Each shall have one vote and, in the case of a tie the Chair shall be granted a second and/or deciding vote.*
- c. *The duties of the Finance Committee are to assist the Board of Directors in fulfilling its oversight responsibilities by reviewing and making recommendations with respect to:*
  - i. *The external auditor's annual audit plan;*
  - ii. *The SFC's accounting policies;*
  - iii. *The audit findings and the audited annual financial statements, advising the Board on their acceptance;*
  - iv. *The system of internal controls and management of financial risks;*
  - v. *The appointment of external auditors and their fees;*
  - vi. *The ethical standards that management and the Board have established;*
  - vii. *The procedures in place to ensure compliance with legal and regulatory requirements;*
  - viii. *Quarterly reviews of finances in relation to Board approved annual budget; and*
  - ix. *Such other matters as may be referred to the Finance Committee by the Board of Directors*
- d. *The Finance Committee shall have unrestricted access to members of Executive Committee, employees and all relevant information and may engage independent counsel and other advisors as necessary to carry out its responsibilities.*
- e. *The Board of Directors will establish the Finance Committee's detailed terms of reference and manner of operating and reporting."*

**MOTION**

*BE IT RESOLVED that the SFC By-Laws amendment to Article VIII – BOARD OF DIRECTORS, item VII. Audit Committee as presented is approved.*

*Moved: Sandra Honour*

*Seconded: Michel Poitras*

*Carried unanimously*

8.3 Amendment to Article XVI – MEETINGS AND SESSIONS, item VI. Error in Giving Notice of Annual or Special Meeting of Members (SFC By-Laws page 14)

The By-Laws wording revision proposed:

*"For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of the member, director or officer shall be their last email address recorded on the membership database of the SFC. Should no email address be recorded on the membership database of the SFC, for the purpose of sending notice, the postal address of the member, director or officer shall be their last postal address recorded on the membership database of the SFC."*

**MOTION**

*BE IT RESOLVED that the SFC By-Laws amendment to Article XVI – MEETINGS AND SESSIONS, item VI. Error in Giving Notice of Annual or Special Meeting of Members as presented is approved.*

*Moved: Sandra Honour*

*Seconded: Lisa Deneka*

*Carried unanimously*

9. Elections

The Chair of the Nominating Committee, Lisa Deneka, explained the election procedure to participants and reviewed the nominations for the SFC Provincial/Territorial Representative positions, the three (3) Section Chair positions and the Athlete Representative position. She also explained that eligible high performance athletes would be called to vote in the upcoming weeks for a new (female), 2020-2021 Alternate Athlete Representative.

**MOTION**

*BE IT RESOLVED that the Provincial/Territorial Representatives are acclaimed as:*

*BC Allan Harding*

*AB Wynn Payne*

*SK Craig Norman*

*MB Bill Stanko*

*ON Shari Akow*

*QC Alex Garin*

*NS Ray Fisher*

*Moved: Lisa Deneka*

*Seconded: Brian LaGroix*

*Carried*

**MOTION**

*BE IT RESOLVED that the Section Chairs are acclaimed as:*

*Pistol Shane Staniek*

*Rifle Guillaume Paré*

*Shotgun Susan Natrass*

*Moved: Lisa Deneka*

*Seconded: Brian LaGroix*

*Carried*

**MOTION**

*BE IT RESOLVED that Mark Hynes is acclaimed as the Athlete Representative to the Board of Directors.*

*Moved: Lisa Deneka*

*Seconded: Brian LaGroix*

*Carried*

Sandra Honour presented the three Board Member at Large position nominations and called on each candidate to provide a short, verbal, personal introduction.

SFC Domestic Programs Coordinator, Connor Deneka, provided an explanation of the ballots and electronic voting procedure; by computer/email or phone texting. The President commented that the meeting would be paused for fifteen minutes to conduct the vote at which time the meeting would recommence with the next Agenda item, Financial Reports.

10. Reports

10.1 Financial Reports 2019-20

Wynn Payne presented the Financial Report and Draft Audited Financial Statement that had been posted to the AMM page of the members' website. He commented on the reserve that had been realized, the change in title and responsibilities of the Audit Committee, the increased monitoring of SFC finances and the development of a methodology to better account for target sales and production. He then responded to questions from the floor.

**MOTION**

BE IT RESOLVED that the 2019-2020 SFC Audited Financial Statements as prepared by Baker Tilly Ottawa LLP are approved as circulated.

*Moved: Wynn Payne*

*Seconded: Brian LaGroix*                      *Carried*

**MOTION**

BE IT RESOLVED that Baker Tilly Ottawa LLP is appointed public accountants of the SFC.

*Moved: Wynn Payne*

*Seconded: Lisa Deneka*                      *Carried*

10.2 Other Reports

The President, VP Operations & Domestic and VP High Performance spoke to their posted, written reports.

The President stated that the Executive Committee would make every attempt to improve reporting with regards to decision-making via the website and invited questions either immediately from the floor or by email at any time following the Meeting.

She expressed gratitude and thanked the Vice Presidents and all those involved for the work that had been accomplished to improve the Federation over the past year.

**MOTION**

BE IT RESOLVED that the Reports as presented are accepted as circulated.

*Moved: Sandra Honour*

*Seconded: Shari Akow*                      *Carried*

11. Items from the Floor

Wynn Payne solicited nominations for 2019 SFC Awards categories and Susan Nattrass asked the assembly to review the new website awards page and identify any past winners who were missing from the listing.

There being no further items, the President requested that all Board members remain on the BlueJeans meeting platform for the session that would follow the adjournment of the AMM.

12. Results of the Voting

Connor Deneka presented the results of the voting:

- Two (2) Member at Large positions:  
Lisa Deneka and James Kochanoff were elected to the Board

**MOTION**

*BE IT RESOLVED that, as the results are recorded, the electronic ballots are destroyed.*

*Moved: Susan Natrass*

*Seconded: Richard Lanning      Carried*

13. Adjournment

David Mosscrop moved to adjourn the 2020 SFC Annual Meeting of the Members at 1:45 pm EDT.

DRAFT