



INCAM Annual General Meeting Minutes

January 30, 2025 | 7:00 pm EST | Zoom

Present: Monique Aucoin, Leisa Bellmore, Kieran Cooley, Donelda Gowan Leverick, Laura Dijana Higgins, Anne Leis, Linda Rapson, Erica Rizzolo, Aileen Tran, Mapletoft, Maryam Yavari

Quorum: Met

I. CALL TO ORDER & LAND ACKNOWLEDGEMENT

The meeting was called to order and a land acknowledgement was provided.

II. ADOPTION OF AGENDA & 2024 AGM MINUTES

- **Motion:** To accept the agenda as presented. (Moved by: Linda Rapson, Seconded by: Kieran Cooley, Outcome: Carried.)
- **Motion:** To accept the 2024 AGM Minutes. (Moved by: Anne Leis, Seconded by: Leisa Bellmore, Outcome: Carried.)

III. 2024 ANNUAL REPORT

The 2024 Annual Report of the Board of Directors was presented. The floor was opened for questions and comments.

IV. 2024 END OF YEAR FINANCIAL REPORT

The 2024 End of Year Financial Report was presented. For the year ended December 31, 2024, INCAM reported a deficit of \$582. The organization remains in a strong financial position, with total assets exceeding those of the prior year.

- **Motion:** To accept the 2024 End of Year Financial Report. (Moved by: Linda Rapson, Seconded by: Kieran Cooley, Outcome: Carried.)

V. COMMITTEE REPORTS

CCRF Committee

An update on CCRF activities was provided. Two funds were issued in 2024 and will be announced to the membership.

Member Resources Committee

No report was provided, as committee activities were subsumed under the Symposium Planning Working Group in 2024. Committee activities will resume in the coming year.

Nominations Committee

The 2024 Board of Directors was acknowledged, and appreciation was expressed for the service of retiring Board members. An update on Board recruitment and transitions was provided, including the appointment of new Board members effective at the 2025 AGM. The 2025 Board of Directors was introduced.

It was noted that a member is willing to assume the role of Chair, contingent on another Board member assuming the role of Treasurer.

- **Motion:** To task the 2025 Board of Directors with filling the roles of Chair-Elect and Treasurer at the next Board meeting. (Moved by: Leisa Bellmore, Seconded by: Linda Rapson, Outcome: Carried.)

VI. SPECIAL INTEREST GROUPS & ACTIVITIES

There were no reports from Special Interest Groups, as there were no active SIGs during the reporting period.

VII. NEW BUSINESS

BYLAW AMENDMENTS

Proposed bylaw amendments were presented. Proxy votes were received by the Secretary.

- **Motion:** To amend Section 5, Article 19 of the INCAM Bylaws by adding a new Paragraph (4), to read as follows: *“(4) At least one member of the Executive (Chair, Treasurer, Secretary) must have the capacity to hold research grants.”* (Moved by: Erica Rizzolo, Seconded by: Kieran Cooley, Outcome: Carried.)
- **Motion:** To amend Section 5, Article 20 of the INCAM Bylaws by removing paragraph (3), which states: *“The Chair must hold a faculty appointment at a Canadian post-secondary institution (e.g., College or University) that has the capacity to hold research grants.”* (Moved by: Monique Aucoin, Seconded by: Anne Leis, Outcome: Carried.)
- **Motion:** To amend Section 5, Article 21 of the INCAM Bylaws by removing paragraph 2, which states: *“The Chair Elect of the Network must hold a faculty appointment at a Canadian post-secondary institution (e.g., College or University)”*

that has the capacity to hold research grants.” (Moved by: Kieran Cooley, Seconded by: Monique Aucoin, Outcome: Carried.)

- **Motion:** To amend Section 5, Article 25 paragraph (1) of the INCAM Bylaws by changing “four (4)” to “two (2)” so that it reads: “*(1) The term of office for each Director shall normally be two (2) years.*” (Moved by: Erica Rizzolo, Seconded by: Anne Leis, Outcome: Carried.)
- **Motion:** To amend Section 5, Article 25, paragraph (2) of the INCAM Bylaws by changing “two (2)” to “four (4)” and “second” to “fourth” so it reads: “*Directors may serve up to four (4) consecutive terms, after which, they must step down for at least one (1) full year, before standing for election for a subsequent Board of Directors position. An exception to this is if a Director is elected Chair or Chair Elect during his/her four consecutive terms; the requirement to step down for one (1) year is postponed until completion of their term as Chair Elect and/or Chair.*” (Moved by: Leisa Bellmore, Seconded by: Kieran Cooley, Outcome: Carried.)

VIII. ADJOURNMENT

The meeting was adjourned at 7:57 PM EST.

Signature of the chair

Signature of the Secretary