



INCAM Annual General Meeting Minutes

January 22, 2026 | 6:00 pm CT | Zoom

1. CALL TO ORDER & LAND ACKNOWLEDGEMENT

The meeting was called to order at **6:10 pm** by **Anne Leis (Chair)**.

A land acknowledgement was provided, recognizing Treaty 6 Territory and the Homeland of the Métis, and inviting participants to reflect on the Indigenous Peoples of the lands from which they were joining.

2. ATTENDANCE

Members Present	Non-Member Guests/Observers
<ul style="list-style-type: none">• Monique Aucoin• Lynda Balneaves• Kieran Cooley• Laura Higgins• Anne Leis• Erica Rizzolo• Aileen Tran Mapletoft• Maryam Yavari	<ul style="list-style-type: none">• Michael Epstein• Adrienne Junek• Chantal Levesque• Farah Shroff

3. ESTABLISHMENT OF QUORUM

The Chair confirmed that quorum was met in accordance with the bylaws: at least 60% of Directors present and at least 10% of Members present. Quorum was declared.

4. ADOPTION OF AGENDA & 2024 AGM MINUTES

- **Motion:** To adopt the agenda as presented. (Moved by: Laura Higgins, Seconded by: Farah Shroff, Outcome: Carried.)
- **Motion:** To approve the minutes of the previous AGM. (Moved by: Kieran Cooley, Seconded by: Laura Higgins, Outcome: Carried.)

5. BOARD OF DIRECTORS REPORT (HIGHLIGHTS)

The Chair presented highlights from the Board's activities over the past year. Key points included:

- The Board met eight times via Zoom to support governance and oversight.
- An in-person strategic planning meeting was held in Toronto on May 24, 2025, to reflect on INCAM's mission, vision, and strategic priorities.
- Strengthening connection with members and increasing relevance to support membership growth was identified as an early priority.
- A survey of current and former members was distributed in November 2025.
- The 2026 INCAM Symposium will be held in Saskatoon in October 2026.

6. COMMITTEE REPORTS

6.1 CCRF Committee

An update was provided on the Canadian CAM Research Fund (CCRF), which supports research capacity through competitive grants of up to \$5,000 CAD.

- Two proposals were received in response to the 2025 Call for Proposals.
- Proposals were evaluated by a panel of four reviewers.
- Funding was awarded to the proposal led by Seely et al.

6.2 Membership & Resources Committee

An update was provided on activities focused on strengthening member engagement and expanding membership. Reported initiatives included:

- Compiling lists of past, current, and potential members.
- Outreach to students and early-career clinician-researchers.
- Development and distribution of a membership survey (sent November 23, 2025) to inform future benefits and resources.

Additional discussion (informational):

- A request was made for members to share names of organizations and businesses related to TCIM that could be approached regarding INCAM membership.
- A question was raised regarding whether Special Interest Groups (SIGs) are currently active. It was noted that there are no active SIGs at present, and that INCAM remains open to the development of SIGs in the future.
- A question was raised regarding outreach to functional medicine communities. It was noted that some outreach has occurred, and that further engagement may be more effective once INCAM's offerings and value proposition are further clarified.
- Members were invited to share contacts or networks where INCAM information could be disseminated to support broader awareness and membership growth.

6.3 Communications Committee

An update was provided on activities to strengthen INCAM's communications and visibility, including:

- Launch of the official INCAM LinkedIn page.
- Initiation of regular LinkedIn posting.

- Future priorities, including development of a webinar series and sharing recordings and highlights through LinkedIn and YouTube.

Additional discussion (informational):

- Attendees were invited to share ideas and suggestions on how to further promote the visibility and presence of INCAM.
- **Motion:** To accept the Committee Reports as presented. (Moved by: Farah Shroff, Seconded by: Lynda Balneaves, Outcome: Carried.)

7. 2025 END-OF-YEAR FINANCIAL REPORT

The Treasurer presented the 2025 End-of-Year Financial Report. Key figures reported included:

- Total Assets as of year-end: **\$139,031.18**
- Net change in assets during 2025: **-\$2,720.06**

The report included a summary of revenues and expenses across administrative, program, and operational categories.

- **Motion:** To accept the 2025 End-of-Year Financial Report as presented. (Moved by: Kieran Cooley, Seconded by: Laura Higgins, Outcome: Carried.)

8. BOARD ELECTIONS & NOMINATIONS

The Chair opened the floor for nominations to available Board positions.

- **Chantal Levesque** self-nominated for the role of **Board Director**.
- There being no further nominations, **Chantal Levesque was acclaimed** to the position of Director.

9. NEW BUSINESS

9.1 STRATEGIC DIRECTION & PLANNING

The Board shared an overview of INCAM's ongoing strategic development work, including clarification of mission, vision, values, and strategic orientations related to visibility, membership engagement, financial sustainability, identity, and community building. This portion of the meeting was informational; no motions were brought forward.

10. QUESTIONS & DISCUSSIONS

Time was provided for questions and discussion from attendees. General discussion occurred regarding INCAM's direction and opportunities for engagement. No formal motions arose from this discussion.

11. ADJOURNMENT

The meeting was adjourned at 7:57 PM EST.

Submitted by: Aileen Tran Mapletoft, Administrative Support Officer; January 22, 2026

Approved by: