



## **ALBERTA CHAPTER Annual General Meeting**

**April 8, 2019  
2:30 PM – 4:00 PM**

**Fairfield Inn & Suites Edmonton North,  
581 Griesbach Parade, Edmonton, Alberta, T5E 6W1**

### **AGENDA**

1. Meeting Call to Order
2. Round Table Introduction
3. President's Report – Russell Murray
4. Committee Reports:
  - Marketing/Communications – Mark Wilson
  - Education Report – Andrew Dodsworth
  - Industry Affairs – Joe Davis
  - Membership & Revitalization – Joe Davis
  - Technician's Committee – Shane Normore
  - Codes & Standards – Michael Liley
5. National Perspective of CFAA
6. Election of Chapter Board of Directors for the Alberta Chapter of the CFAA

#### **GoToMeeting Information:**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/700063717>

You can also dial in using your phone.

**United States (Toll Free): 1 866 899 4679**

**Canada: +1 (647) 497-9371**

Access Code: 700-063-717



**The Canadian Fire Alarm Association (CFAA) is looking for Member Representatives that are interested in serving as an Alberta Chapter Director. Those elected will be responsible to ensure that the CFAA is governed with excellence and vision.**

**Call for Nominations, for Directors and Officers, to stand for election to the CFAA Alberta Chapter Board of Directors of the CFAA.**

Nominations are hereby being solicited from members of the CFAA for the following positions on the CFAA Alberta Chapter Board to serve 12 months commencing April 8, 2019.

President  
First Vice President  
Second Vice President  
Secretary  
Treasurer  
Director at Large

**Nomination Process:**

The Nomination Committee is responsible for presenting a proposed slate of Board of Directors and Officers to the members at the Annual General Meeting (AGM) on **April 8, 2019**. The proposed slate will be tabled and voted upon during the Annual General Meeting.

**Nominating Procedure:**

- a) A call for nominations notice to solicit nominations will be sent to all CFAA members. The notice will contain a nomination form for members to nominate potential Directors and Officers for consideration by the Nominations Committee. Self-nominations are welcome.
- b) Nomination forms must be completed, signed and received by the Nominations Committee by **March 22, 2019**.
- c) The Nominations Committee will consider all current Directors, current Officers and all nominees and prepare the proposed slate of Directors and Officers by **March 29, 2019**.
- d) The proposed slate of Directors and Officers will be circulated to all CFAA members on **April 5, 2019** by email.



Any Member Representative of the CFAA, in good standing, may stand for election to the Alberta Chapter Board of Directors, and be elected to serve as President, First Vice President, Second Vice President, Secretary, Treasurer, or Director at Large.

- Nominations shall be submitted to and received no later than **March 22, 2019** to:  
Canadian Fire Alarm Association  
Nominations Committee  
CFAA Alberta Nominations Committee Chair – Eduina Sousa  
Email to: [eduina.sousa@chubbedwards.com](mailto:eduina.sousa@chubbedwards.com)

Applicant / Nominee's First Name: \_\_\_\_\_

Applicant / Nominee's Last Name: \_\_\_\_\_

CFAAMemberCompany/Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

**Position(s) Nominated for:**

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Director at Large

Nominator's / Applicant's Name: \_\_\_\_\_

Nominator's CFAA Member Company: \_\_\_\_\_

Date: \_\_\_\_\_



## **CFAA Director Duties and Responsibilities - Director Commitment**

*The role of a Director of the Canadian Fire Alarm Association (CFAA) is important and challenging. While the position is a volunteer one, it nevertheless comes with serious duties and responsibilities that must be understood and accepted by any prospective Director before they agree to stand for election to the Board. The undertaking articulated below is to be read, understood, and accepted through signature, by all Directors, both those new to the post, and those with years of Director experience.*

The fundamental responsibility of the Board of Directors of the Canadian Fire Alarm Association, a Canadian Not-for-Profit Corporation, is to manage the affairs of the organization responsibly on behalf of its members. Directors owe a "fiduciary" duty to the corporation to act in its best interests. This fiduciary duty includes the "duty of care" and the "duty of loyalty". The specifics of these duties and other information concerning Director authority and responsibilities is contained in Industry Canada's, "Primer for Directors of Not-for-Profit Corporations" ([http://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapj/Primer\\_en.pdf/\\$FILE/Primer\\_en.pdf](http://www.ic.gc.ca/eic/site/cilp-pdci.nsf/vwapj/Primer_en.pdf/$FILE/Primer_en.pdf)).

In agreeing to stand for election to the position of CFAA Director, should you be elected, you agree to serve your full term responsibly and diligently and to undertake the following;

- 1) to without undue delay, familiarize yourself with the CFAA, (" the Association"), its history, its objectives and its rules, and to familiarize yourself with the powers, the duties and the responsibilities of a Director of a Canadian Not-for-Profit Corporation, making use of the CFAA Board Manual and other appropriate resources to do so,
- 2) to conduct yourself honestly, ethically and professionally at all times, and to follow and implement the Policies and Procedures of the Association to the best of your ability,
- 3) to avoid conflicts of interest in all your Association activities, and to follow the CFAA Policies,
- 4) to attend Board Meetings consistently and regularly, according such attendance very high priority, and clearing in advance your ability to attend, with your superiors, colleagues or staff as appropriate, in your place of regular employment, (understanding that irregular attendance may be cause for your removal as a Director),
- 5) to strongly adhere to the Association's Code of Ethics, and to promote such adherence in other members,
- 6) to participate actively and pro-actively in Board Meetings, to agree to serve upon at least one Standing Committee, and to undertake effort and initiatives beyond simple meeting attendance, and to
- 7) focus upon the goals of the Association, what is in the best interests of the Association, and represent the Association externally in a highly professional way, (communicating within the bounds of Director authority as articulated in the related CFAA Policies & Procedures).



Average Director Time commitments per year:

<b>Date/Time</b>	<b>Event</b>	<b>Format / Location</b>
June 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
September 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
October 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
November 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
January 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
February 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
March 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
April 1:00 PM - 4:30 PM	Board of Directors Meeting + Annual General Meeting	Face-to-face in either Calgary or Edmonton, TBD OR GoToMeeting (video/phone conference)
May 1:00 PM - 4:30 PM	Board of Directors Meeting	Face-to-face in various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)
June 1:00 PM – 4:30 PM	CFAA <b>National</b> Annual General Meeting	Face-to-Face for AB President to attend in Markham, Ontario
Monthly- 2 to 3 hours	Standing Committee Meeting	Face-to-face in Various available locations in Calgary, TBD OR GoToMeeting (video/phone conference)



**Current CFAA Alberta Chapter Board of Directors:**

<b>President</b>	Russell Murray	Dialog Design
1 <sup>st</sup> Vice President	Mark Wilson	Johnson Controls
Secretary	Sandy McKenzie	Behr Energy
Past President	Joe Davis	Johnson Controls
Director at Large	Dean Norman	Vipond Inc
Director at Large	Stephanie Jarema	Johnson Controls
Director at Large	Sid Jomha	AK Brown
Director at Large	Michael Liley	Johnson Controls
Director at Large	Calvin Vander Leest	Dialog Design
Director at Large	Connie Williams	Unitech Electric
Director at Large	Andrew Dodsworth	Tyco Integrated Fire & Security
Director at Large	Chris Sneesby	SMP Engineering
Director at Large	Guy Otero	
Director at Large	Shane Normore	PDS Fire
Director at Large	Eduina Sousa	Chubb Edwards
Director at Large	Tony Price	Convergint Technologies
Director at Large	Erik Dodds	Maskell Plenzik & Partners
Director at Large	Dan Jackson	Mircom