

Annual General Meeting of the Canadian Association for Earthquake Engineering and Seismology

Noon Pacific Time / 3:00 pm Eastern Time, Wednesday, 27 November 2024

Location: Web Conferencing

In attendance: 28 attendees online.

Directors in Attendance: Juan-Carlos Carvajal, John Cassidy, Jason Dowling, Jimmy Fortier, Sharlie Huffman, Don Kennedy, Sanda Koboevic and Martin Lawrence

Guests of the Board: Merhtash Motamedi and Ricardo Ruiz

Regrets: John Sherstobitoff and Carlos Ventura

Officers:

- Sharlie Huffman (President)
- Don Kennedy (Vice President)
- Carlos Ventura (Past President, Chair of 2023 PCEE/CCEE, Chair of Awards Committee, Codes Canada Liaison)
- Martin Lawrence (Secretary)
- John Cassidy (Treasurer)

Directors:

- Juan-Carlos Carvajal (Chair of Member Services Committee)
- Jason Dowling (Chair of Research & Design)
- Sanda Koboevic (Chair of Student Activities Committee and WCEE Bid - Board Liaison)
- Jimmy Fortier (Outreach Committee)
- John Sherstobitoff (Chair of Policy Committee)

Agenda:

1. Adoption of Agenda
2. Approval of Minutes from 2023 AGM (Martin Lawrence, Secretary)
3. President's Report (Sharlie Huffman, President)
4. Approval of Financial Statements and Election of Accountant (John Cassidy, Treasurer)
5. Website Update and Member Access (Ricardo Ruiz, Webmaster)
6. Other Business
7. Adjournment

Minutes:

1. Adoption of Agenda

The meeting was called to order at 12:05 pm Pacific / 3:05 pm Eastern. The draft agenda was shared on line and attendees were provided with the opportunity to propose any amendments. It was duly moved and seconded that the agenda be adopted as proposed and without any changes.

2. Approval of Minutes from 2023 AGM (Martin Lawrence, Secretary)

Martin Lawrence referred to the minutes that were shared with the registered attendees before the meeting and, with no objections or corrections, motioned that they be adopted. David Dowdell seconded, and the minutes were approved by unanimous consent.

3. President's Report (Sharlie Huffman, President)

Sharlie Huffman referred to the President's Report that was shared with the registered attendees prior to the meeting (Attachment 1) and provided the following highlights:

- a. The Board successfully completed the official name change to the Canadian Association of Earthquake Engineering and Seismology / L'Association Canadienne du Génie Parasismique et de la Sismologie (CAEES / AGCPS). The name change will be reflected in the url address for the new website (that is a work in progress).
- b. The CAEES sponsored a reconnaissance mission team to the February 2023 Turkiye earthquakes. The team prepared a report that is now on the website, and several webinars (that are also on the website) have been presented by the various team members.
- c. The Association's Newsletter took a quiet spell in 2023 but is now is up and running again with its quarterly issues back on track.
- d. The Association's program of distinguished lecture webinars continues to be an important service to the membership thanks to Merhtash Motamedi, as Chair of the Education Committee.
- e. The CAEES supported a bid for the next WCEE to be held in Montreal in 2028 and was successful. The bid team prepared a very strong proposal and won handsomely against some very strong competing nations. Now the hard work begins in organising the event.
- f. 2025 will be an election year for Directors on the Board. Three Director's positions and the position of President will become vacant. The membership is encouraged to express their interest in these positions by contacting Don Kennedy who is leading the nominations committee.
- g. Membership fees have now been introduced and this resulted in an expected drop in the total of members. Membership is expected to continue to grow.

Sharlie concluded by calling on the membership to provide more input on the operations and services provided by the Association, and to express any interest in joining any of the committees by contacting the relevant committee chairs.

At the end of the meeting Ricardo reported that a total of 28 attendees had logged onto the virtual meeting and Sharlie confirmed that this constituted a quorum of the membership.

4. Approval of Financial Statements and Election of Accountant (John Cassidy, Treasurer)

John Cassidy reported that the Association's funds as of now consist of \$70k in cash (current account) and \$80k invested in GICs for a total of about \$150k.

John then presented a summary of the Association's financial statements for the year ending 31 December 2023 that was shared with registered attendees prior to the meeting (see Attachment 2).

Income was low in 2023, while the increase in operating expenses is due to funding that was provided in support of 2023 PCEE-CCEE. The conference incurred an overall expense of \$91,460 in 2023 but this is offset by about \$47k that was received in 2024 and will appear in the financial statement for 2024. The excess of expenses over revenue of \$111k was quite high, most of which is conference related.

Actual operating costs (not including the conference related costs) on an annual basis continue to be in the range of \$20-30k. In 2024, about \$39k will be drawn-down from the accounts to cover the expenses for the Türkiye earthquake reconnaissance mission.

As of the end of 2023, the Association's total assets were \$161k compared with \$272k at the beginning of that year.

John noted the ongoing finances of the CAEES will require careful management as preparations progress for the 2028 WCEE in Montreal, which although it is expected to return a profit, will require some upfront funding. Any funding requests will impact the Association's available funds, which have been in steady decline in recent years. For 2023 PCEE-CCEE the Association contributed \$45k in deposit in the lead up to the event. Moving forward, John warned that the available assets have limited capacity for funding reconnaissance missions and conference deposits.

Martin pointed out that the 2028 WCEE organising committee had already secured the promise of funds from a number of supporting organisations in Montreal, including a no-fee convention centre. This should lower the risk of exceeding budget, reduce the need for CAEES funding, and increase the likelihood of returning a profit. Sharlie noted that lessons learned from 2023 PCEE-CCEE in Vancouver will be applied in providing CAEES oversight on this next conference event.

Sharlie noted that the next national CCEE would usually be scheduled for 2027 – the year before 2028 WCEE in Montreal. If it were to proceed the Board should consider convening it in western Canada.

David Dowdell asked if there was a budget projection for 2028 WCEE. Sharlie confirmed that the bid, as a condition of submitting a proposal to the IAEE committee, included a proposed budget. The 2028 WCEE-Montreal bid was displayed online at the meeting and the membership was referred to p. 34 in

the bid proposal for the budget details. Sharlie noted that the bid committee had been quite aggressive in soliciting funding sources and support other than from CAEES.

John then referred to the matter of reappointing the retained accountant. As an organisation with an operating budget of less than \$1 million and in compliance with Corporations Canada and the Canada Not-for-profit Corporations Act, the Board has appointed a certified public accountant (CPA) to perform a “review engagement” of the CAEES accounts rather than an audit. Marc Chabot is the retained CPA and performs this annual review and prepares the annual financial statements (see Attachment 2). These reports acknowledge that the accounts are not audited.

Lydell Wiebe described how, in 2015, the Board recognised that the accounting records were incomplete, and that an audit would be costly and have limited benefits. Rather, the Board agreed to adopt the “review engagement” approach, which was subsequently commenced a few years later going back as far as the 2014 fiscal year. The current Board is not aware of any formal audit of the Association’s accounts in the last 10-20 years.

The Board continues to support the review engagement approach and is supportive of electing a CPA to perform this on an annual basis allowing the Association to follow necessary due diligence and comply with the requirements for filing with Corporations Canada. John motioned to continue with Marc Chabot as the retained CPA to perform the annual review engagement for 2024. The motion was seconded and with no objections was unanimously passed.

5. Website Update and Member Access (Ricardo Ruiz, Webmaster)

Ricardo Ruiz described the existing two CAEES websites; one for the general public (which Ricardo shared on screen) and another that is for registered and paid-up members only. A link on the public site connects to the member’s website. Previously all members had access to all aspects of the CAEES website, but now only registered and paid-up members have access to the member’s site. All of the webinars are listed on the public site; and while the video recordings are public for all pre-2024 webinars, the recordings from January 2024 onwards can only be accessed on the member’s site.

The conference proceedings are now listed and available on the public website, but the most recent conference proceedings (2023 PCEE-CCEE) is only available on the member’s site, and will remain so for 3 years after the date of the conference, after which it will then become publicly available.

Ricardo stated that the two websites eventually will be combined into a single site with public content and an internal control on a member’s access only portal.

Ricardo showed a preview of the new website that is still a work in progress, and demonstrated how once logged on as a member certain features only become visible for paid-up members. The membership should look out for an email from the Association with a new url address once this new site is complete. Any searches using the old url address will be redirected to the new website.

Fei Tong asked who to contact with interest to volunteer on any of the committees. Sharlie directed anyone with any interest in volunteering to contact directly the relevant committee chair using the information listed on the “Team” page on the website. Alternatively, an email to the CAEES secretariat

email address would be forwarded to the appropriate committee chair. On the new website the committee chairs will be more clearly identified, while current committee chairs and their contact details are up to date on the existing site.

6. Other Business

None.

7. Adjournment

Adjournment of the meeting at 12:55 pm Pacific / 3:55 pm Eastern was duly moved, seconded, and approved.

Attachment 1

CAEES AGM 27 November 2024

PRESIDENT'S REPORT

Sharlie Huffman, President

President's Report to AGM 2024

2023 was a busy year. A major issue was our efforts to bring the World Conference on Earthquake Engineering to Canada. At the 2020 WCEE conference (actually held virtually in 2021) we put in a bid to host the 2024 WCEE. Unfortunately, as you recall, we did not win. Our presentation was very good but we were outbid by Italy. We advised that we were prepared to bid again for the 2028 WCEE and confirmed that intention again in 2023. We built on the work done previously, keeping the same venue in Montreal, Quebec. We expanded the bid organizing committee and expanded our offerings. We knew we had strong competition expected from India, Mexico, the US, Taiwan and New Zealand (who were also putting in a repeat bid). The bid organization committee was a mix of representatives from eastern and western Canada with Dr. Marie-Jose Nollet and Dr. Carlos Ventura chosen as our co-Chairs.

We did a lot of networking amongst the world delegates and presented an excellent booth and show at the WCEE in Milan, July 2024. As many of you are now aware, we won the bid. We are already proceeding with preparations for 2028, so keep an eye on our website for updates.

Elections for four Directors were held during the PCEE in 2023. Incumbent Martin Lawrence was re-elected and has continued in his role as Secretary. Voula Pantazopoulou (Education Chair), Lydell Wiebe (VP) and Nathalie Roy (WCEE Bid Liaison) stepped down due to workloads from their "day jobs" and 3 new Directors were elected; Jason Dowling (Research & Design Chair), Juan Carlos Carvajal (Membership Chair) and Sanda Koboevic (WCEE bid liaison and Student Activities Chair). Rocio Lilen-Segura (Student Chair) resigned her position mid-term and Jimmy Fortier (Outreach Committee), as the next populous candidate was appointed to complete Rocio's term. Don Kennedy was appointed Vice-President and Mehrtash Motamedi has most ably taken over from Voula as Education Chair.

We had originally planned to introduce membership fees in 2023 but that was postponed to 2024 while the website was updated to accommodate this. We expected an initial drop in membership as the fees were introduced in January, which did occur but the numbers are starting to climb back up again. Much of the new members is due to Mehrtash who has maintained the excellence of the webinars. While the webinars remain free for members, some cannot always connect with the schedule. Please note that all the webinars from 2024 are archived in the Members zone where members can access them at any time. Your viewing of the webinar will still provide you with a certificate for your CPD (continued professional development) that is required by most licensing bodies.

Following two damaging earthquakes impacting Turkey and Syria, we had two separate reconnaissance teams visit the damaged regions. The reports were presented in webinars on October 02 and October 30 by the individual members of the teams according to their areas of expertise. Thank you to all the



reconnaissance participants for their time, their energy and their very relevant insights. Both presentations were interesting, valuable and well presented. If you were unable to attend either, the recordings can be accessed via the member archives.

Please note that next year will be an election year. Three Director positions and the President position will be voted on at the next AGM in 2025. More information on candidates and timing will be coming.



Attachment 2

CAEES AGM 27 November 2024

2023 FINANCIAL STATEMENTS

John Cassidy, Treasurer

**FINANCIAL STATEMENTS OF
CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
AND REVIEW ENGAGEMENT REPORT
DECEMBER 31 2023**

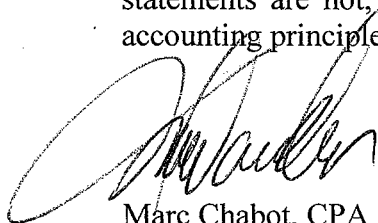
REVIEW ENGAGEMENT REPORT

TO THE SHAREHOLDERS OF CANADIAN ASSOCIATION FOR EARTHQUAKE ENGINEERING

I have reviewed the balance sheet of **CANADIAN ASSOCIATION FOR EARTHQUAKE ENGINEERING** as at **December 31, 2023** and the statements of operations, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the association.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles for not-for-profit organizations.



Marc Chabot, CPA
March 7, 2024

**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31 2023**

TABLE OF CONTENTS

OPERATIONS	1
FINANCIAL POSITION	2
CHANGES IN NET ASSETS	3
CASH FLOWS	4
NOTES TO FINANCIAL STATEMENTS	5-6

**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
OPERATIONS
YEAR ENDED DECEMBER 31 2023**

(Unaudited)	<u>2023</u>	<u>2022</u>
REVENUE		
Interest	\$ -	\$ 476
Membership fees	971	-
	<u>971</u>	<u>476</u>
OPERATING EXPENSES		
Professional accounting services	1 950	1 950
Office and bookkeeping	1 344	1 213
Website development and maintenance	16 705	20 664
Conference	91 640	-
	<u>111 639</u>	<u>23 827</u>
EXCESS OF (EXPENSES OVER REVENUE)		
FOR THE YEAR	\$ (110 668)	\$ (23 351)

**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
FINANCIAL POSITION
DECEMBER 31 2023**

(Unaudited)

	<u>2023</u>	<u>2022</u>
ASSETS		
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 155 417	\$ 262 673
Prepaid conference deposit	-	8 000
GST receivable	5 829	1 241
	<u>161 246</u>	<u>271 914</u>
 NET ASSETS		
 UNRESTRICTED NET ACCUMULATED SURPLUS	 \$ 161 246	 \$ 271 914

On behalf of the board of Directors:

**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31 2023**

(Unaudited)

	<u>2023</u>	<u>2022</u>
Unrestricted net accumulated surplus, beginning of year	\$ 271 914	\$ 295 265
Less: Excess of (expenses over revenue) for the year	(110 668)	(23 351)
Unrestricted net accumulated surplus, end of the year	\$ 161 246	\$ 271 914

**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
CASH FLOWS
YEAR ENDED DECEMBER 31 2023**

(Unaudited)

	<u>2023</u>	<u>2022</u>
OPERATING ACTIVITIES		
Excess of (expenses over revenue) for the year	\$ (110 668)	\$ (23 351)
Change in prepaid deposits	8 000	-
Change in accounts payable	-	(13 795)
Change in GST receivable	(4 588)	762
Cash (absorbed by) operations	(107 256)	(36 384)
<hr/>		
Cash and cash equivalents - beginning of year	262 673	299 057
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Cash and cash equivalents - at end of year	\$ 155 417	\$ 262 673
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**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31 2023**

(Unaudited)

1. INCORPORATION AND NATURE OF ASSOCIATION ACTIVITIES

THE CANADIAN ASSOCIATION FOR EARTHQUAKE ENGINEERING AND SEISMOLOGY, was incorporated on January 20, 1993 under the Canada Corporations ACT-PART II. It provides research, educational and earthquake engineering services to its members and to the public at large.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook-Accounting.

Financial instruments

Financial assets and financial liabilities are initially recognized at fair value when the Association becomes a party to the contractual provisions of the financial instrument. Subsequently, all financial instruments are measured at amortized cost unless otherwise noted in these financial statements.

Transaction costs related to financial instruments measured subsequent to initial recognition at fair value are expensed as incurred. Transaction costs related to other financial instruments are added to the carrying value of the asset or netted against the carrying value of the liability and are then recognized over the expected life of the instrument using the straight-line method.

Any premium or discount related to an instrument measured at amortized cost is amortized over the expected life of the item using the straight-line method and recognized in net earnings as interest income or expense.

With respect to financial assets measured at cost or amortized cost, the Company recognizes in net earnings an impairment loss, if any, when there are indicators of impairment, and it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed to net earnings in the period the reversal occurs.

**CANADIAN ASSOCIATION FOR EARTHQUAKE
ENGINEERING AND SEISMOLOGY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31 2023**

(Unaudited)

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Income taxes

The company is exempt from income taxes as it operates as a not-for-profit entity.

Revenue recognition

Revenue from donations are recognized when received. Revenue from conferences and exhibits are recognized when the services have been rendered and the agreed fee has been received. Interest revenue generated from investments is recorded as accrued.

3. FINANCIAL INSTRUMENTS

Liquidity risk

The Company's objective is to have sufficient liquidity to meet its liabilities when due. The Company monitors its cash balances and cash flows generated from operations to meet its requirements. The company's liquidity risk is evaluated as low given its year end cash balance.