



**57th ANNUAL GENERAL MEETING OF MEMBERS
YOUTH SCIENCE CANADA**

DRAFT MINUTES

1. Welcome/Opening Remarks

Good day everyone. I would like to call the meeting to order. Thank you for joining us today at the 57th annual general meeting of Youth Science Canada. My name is Alastair Komus, and I am the chair of the board of directors for YSC. The agenda for the meeting was circulated in the member's package. The purpose of today's meeting is for the board and the Executive Director to review this past year's activities, review and approve the financial statements for last year, and appoint the auditor for this current fiscal year. We will begin today with the report of the scrutineer.

Alastair announced that he would be Chairing the meeting today and Lori Murray would record the minutes and act as Scrutineer.

Roll call: Robert Jackson (Northwestern Ontario), Alastair Komus, Reni Barlow, Heather Weber, Dan Bowman (Bay Area), Paula Piilonen, Jessica Zhang (Greater Vancouver), Patrick Whippey (Thames Valley & Member), Jan Johns (Rideau-St. Lawrence), Jim Jo (Regina), Christine Page (North Bay), Jessica Morland (Southeast SK), Steve Karrel (Chignecto West & Member), Marthe Poirier (Réseau Technoscience - 12 regions), Najib Hayat, Carole Charlebois, Lorne Heslop, Louis Silcox, Christie Brown, Vivian Pang, Trevor Maguire (Western MB and member), Bénédict Cléroux, Lori Murray (Observer).

2. Chair Report

First off, I would like to congratulate the team that organized and hosted the 2018 Canada-Wide Science Fair in Ottawa. We welcomed hundreds of finalists from across Canada to our nation's capital to share their research and be recognized for their scientific achievements. The fair was also visited by two federal ministers, which provided us an opportunity to share the vision of our organization with important decision makers. The event also hosted a successful STEM Expo that allowed for thousands of local students to gain exposure to academic and career opportunities in the STEM fields. In particular I want to thank Paula Piilonen, the Chair of the Ottawa Host Committee. Without her tireless effort and hard work, the event could not have taken place.

The Board is also excited that this past summer, Reni Barlow agreed to become the permanent Executive Director of YSC. Reni did a wonderful job this past year in helping to rebuild the organization and improve our finances. We look forward to working with Reni on future initiatives as we continue to grow YSC.

Last year also saw tremendous improvement in YSC's financial situation. As you will hear later in the Treasurer's report, we made great progress in reducing the deficit. Getting our financial house back in order will allow us to bolster our existing programs, undertake exciting new initiatives, and reassure our government and corporate sponsors that we are managing our affairs in a sustainable manner.

At the SGM in Ottawa, the Board was excited to announce our newly adopted Ends. The Ends state what the purpose of the organization is, rather than what it does. The Ends are used to communicate expectations from the Board to management. They consist of three main parts: the outcomes or results, the recipients, and the cost or priority of the outcome. The outcomes should be achievable, yet also ambitious. It is up to the Executive Director to decide how to achieve the Ends.

Our highest level End states, “Fueling the curiosity of Canadian Youth through STEM projects.” The Ends include:

- a) Canadian Youth are engaged in STEM projects.
- b) Canadian youth have the capacity and skills to generate and answer questions, and identify and solve problems, as the result of their interaction with Youth Science Canada resources.
- c) Youth Science Canada is the leading youth STEM project organization in every province and territory.
- d) Youth Science Canada is recognized by business, media, education and government sectors as the authority on STEM projects, and the principal advocate for the youth STEM project community.

The Board believes that the adoption of these Ends will help to serve our client, Canadian Youth, and will lead to exciting opportunities for YSC to reach more Youth, and have a bigger impact.

None of YSC’s programs would be possible without the support of the many volunteers across the country that help support YSC at a local, regional, and national level. I would like to take a moment to thank every one of them for their hard work and dedication. I would also like to acknowledge the work that the Board has undertaken the past year. At the SGM we had three directors acclaimed. This included Elaine Ma and Vivian Pang rejoining us after having been on appointed terms, as well as Caroline Whippey becoming a new member. I also want to thank Dave Desjardins for his service. Dave resigned his seat on the Board, but remains active in the YSC community as one of the co-chairs of the 2019 CWSF in Fredericton.

Finally, I want to acknowledge our staff. The Board observes how everyone of them cares deeply about YSC and this is visible in the amazing work that they do. Their commitment and enthusiasm is greatly appreciated.

I am looking forward to the upcoming year as YSC continues its wonderful programs and implements exciting new initiatives, and I wish the entire YSC community happy holidays.

3. Report of the Scrutineer

Lori Murray, acting as Scrutineer, tabled a report that thirty-three (33) Members were present in person/on the phone with twenty (20) Members represented by proxy for a total of fifty-three (53) Members eligible to vote. Lori reported that the necessary quorum of 15 required for conducting the business of the Annual General Meeting was in place.

4. Approval of the Minutes of the 56th Annual General Meeting of Members

The Chair commented that the minutes were emailed to all members in the AGM Package and asked if there were any questions or amendments to the minutes. No changes were forthcoming.

The Chair asked for approval of the following motion:

By Carole Charlebois:

THAT THE MINUTES OF THE 56th ANNUAL MEETING OF MEMBERS BE APPROVED AS PRESENTED.

2nd: Heather Weber

1 abstention

CARRIED

5. Executive Director Report

After several challenging years, the past year was focused on restoring financial and program sustainability. We welcomed Intact Foundation as a major sponsor and secured a significant three-year NSERC PromoScience grant to enable middle and high school students to visit the CWSF and to enhance the CWSF STEM Expo experience. We also welcomed Youth Can Innovate as the new sponsor for Team Canada-ISEF and Team Canada-EUCYS, strengthening our international programs.

CWSF 2018

- Excellent event with growth in several areas, most particularly STEM Expo, which has developed into a key element (and revenue stream) for CWSF
- One focus was to enhance partnership with federal government and agencies, particularly NSERC
 - STEM Expo co-branding with Science Odyssey – powered by NSERC – and Minister Duncan’s participation on Friday were excellent outcomes
 - Minister McKenna’s visit on Thursday further enhanced profile w/federal government
- Some challenges identified with local transportation, off-site meals, tour day and evening programming; however, it’s important to note that planning for the event started just 10 months in advance
- Return in 2021 offers opportunity to address issues and grow host team

Prime Minister’s Science Fair

- Second year for Ottawa event to recognize top young scientists from across Canada in late September
- All expenses paid for student and a parent/guardian
- YSC alumni made up almost 60% of the students invited to the event (20 of 35)

As you’ll hear about in more detail during the financial report, I am pleased to report that during fiscal year 2018 (ended June 30):

- YSC’s net deficit was reduced from \$216,000 to \$43,000;
- YSC’s net unrestricted assets improved from -450,000 to -45,000;
- all outstanding expenses and loans were paid; and
- we are reporting a significant year-end surplus (\$173,000) for the first time since June 2013.

I am confident that YSC will report both a year-end and a net surplus, as well as a positive net unrestricted assets value next June. This turnaround simply would not have been possible without the patience and support of our regional members - thank you.

For 2019, we have already added two new corporate sponsors: Rogers Communications Canada who are supporting one award per region (\$100 cash plus \$100 support for the region) as well as 10 CWSF awards; and another (official announcement to come) to support the year-round development of STEM projects at the regional and entry levels.

NSERC Young Innovators grant program

Regions were able to apply from November 11 onward for CWSF funding

Last October, with the guidance of our auditors, we reported that we would be phasing out separate fees for travel and CWSF registration in 2018/2019. The Equalized Travel Plan (ETP) itself – a core feature of the CWSF – is continuing; its cost is now part of the CWSF fee. We made this change to improve the clarity of our annual financial statements and to stabilize the CWSF fee. As a result of the artificially low Travel Plan fee set last year, the ETP liability has been reduced to zero on our 2018 financial statements and the restricted account has been closed. Starting this year, there is no separate travel fee – or travel credit.

The CWSF 2019 participant fee is the same as last year – \$1,825 per person, which includes travel, accommodation, meals, judging, special events, etc. To help most regions and smooth airport check-in, the fee now covers the first checked bag for all air travelers – a value of approximately \$75 per person.

Affiliation proceeding well

- 100 Regions affiliated – new Nunavut region returning to CWSF

Communications

- Engaged Torchia starting October 1 – worked with YSC in 2016
- Web site challenges
 - Server Hacked over past few years
 - Engaged OPIN Software November 1 to migrate to new more secure server and make repairs and upgrades/updates to site itself, which hasn't functioned full or properly since early 2014
 - Site migration & repair is complete; now working to restore our CRM system which was also broken

Fredericton 2019

- Site visit end of October
- Excellent financials & facilities
- Strong engagement from province, city & UNB
- Hired STEM Expo Manager (Liette Philippe) & School Visits Manager (Katie Skead)
- NSERC has already committed to partnership for STEM Expo 2019

Edmonton 2020, 2023, 2026

Team Canada-ISEF

- 8 awards for 2018 team
- 2019 applications open since late summer – deadline December 15
- 51 Applicants to date

Team Canada-EUCYS

- Spectacular results – Canada's 2 participants won 2 of the 3 first place awards
- Exploring how coaching strategies can be applied to ISEF and captured in resources for CWSF, regions & youth

International

- Looking to expand international opportunities for CWSF finalists through paid and sponsored events, including a team to MILSET ESI 2019 in Abu Dhabi in September

Smarter Science

- On hold since 2013 to focus on finances and core programs
- Province of NB in partnership with Science East looking to implement SS over next 4 years
- Will review resources and workshops in the new year to assess needs
- SS will likely be the focus of our 2019 NSERC PromoScience application

National Youth STEM Project Development

- New initiative focused on registering, engaging, & supporting regional fair participants not selected for CWSF
- Corporate partner agreement in principle; application to NSERC PromoScience for funding – decision mid-January
- Scope and scale will be determined by available resources, but hope to pilot with about 5 regions in 2019

- Partnerships
- LTS Canada 2067 framework released in fall
 - Gaining considerable attention
 - Input from CWSF 2017 helped frame larger scale youth consultations
 - STEM Projects are featured strongly in the recommendations
- Continuing to develop partnerships w/SHAD, YorkU, Canadian Science Fair Journal, STEM Fellowship and others

6. Treasurer Report

Introduction:

- Ladies and Gentlemen (if there are any amongst us), boys and girls, thank you for taking time on this wonderful Saturday morning, afternoon or evening (as I am in London) to join us as I regale you with the presentation of the financial statements
- Firstly, I wanted to thank all the volunteers, staff and contractors, Management and the Board for all their hard work, dedication, time and continued commitment and support to the organization. Without all of you, there would be no way for YSC to continue to strive for excellence and achieve our mandate. Thank you to our generous loans, from our Board of Director member – Trevor Maguire and the East Region, in order to keep us above water.

Financial report:

- Hurren Sinclair MacIntyre LLP, yes, their full name is a mouthful and they do not use any acronym like most of the professional services firms, audited the financial statements, prepared by management, for the year-end June 30, 2018.
- The Board received and reviewed the draft financial statements on October 18th, 2018:
 - Hurren Sinclair MacIntyre LLP provided a qualified audit opinion on the financial statements, which is consistent with what other charitable organizations are provided.
 - Hurren Sinclair MacIntyre LLP expressed their appreciation for management and the overall audit process. They noted that this continued to be a very smooth audit, even though it was their first year performing one for YSC.

2018 financial statements:

- Page 1& 2 – Auditors Opinion – The auditors used to include, as in past tense, an “Emphasis of Matter,” noting that the existence of an ongoing net asset deficiency which would indicate the existence of a material uncertainty in that we may not be a going concern. The auditors were obliged to make this note based on our current history of past deficits for the last few years in a row. Not anymore! There was not noted based on our financial strength and certainty
- Page 3 – Statement of Operations – We have money for 2 years in a row!!!! Note we no longer have, or expect to have, an operating deficit! In 2016 it was \$72.5K and in 2017, there is no longer an operating deficit and was actually a reported surplus of \$15.5K. Most importantly, we have a surplus of \$173K!!! For all your accountants, mathematicians, statisticians or self-proclaimed human calculators, that is an increase of almost \$160K (Round up of course) and a percentage increase of over 1000% or 10X what we achieved in 2017! Way to go team!
- Significant changes were implemented as part of the austerity measures and objectives. The addition of Reni, as the ED, and his continued efforts to proactively pursue funding opportunities with a goal to gain and provide sustainable operations and eventually completely eliminate the accumulated net asset deficiency.
- The Board and I continue to provide active oversight on the cash management (cash inflows and cash outflows), which is being performed on a regular and expenses are being scrutinized to ensure that they are absolutely needed in order to maintain the status quo.
- **Page 5 – Statement of Financial Position** – We have completely eliminated the Restricted for Equalized Travel Plan (refer to Note 6 on page 9 and 10) deficit and as a result, our net assets deficiency (i.e. assets less liabilities) is only \$42,711 versus the prior year of \$215,753; That is a

decrease of \$173K and 80% decrease. That is an “A” grade in my books (excuse the pun cause books can also refer to the Financials).

- We do have a positive cash balance, as of June 30, 2018 (i.e. no overdraft position), and the loans were paid already so those are no longer being reflected on our books.
- More importantly, the unrestricted net assets deficiency, which is the number we should be focused on, is negative \$45K and was significantly reduced from the \$450K from the prior year. That is a decrease of \$405K and a 90% decrease from the prior year! That is an “A+” in my books.

Accept FY2018 Financial Statements

The Chair asked for approval of the following motion:

By Najib Hayat:

THAT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2018 BE ACCEPTED.

2nd: Louis Silcox
CARRIED

7. Appointment of Auditors

The Chair asked for approval of the following motion:

By Najib Hayat:

THAT THE FIRM OF HURREN SINCLAIR MACINTYRE LLP BE APPOINTED AS AUDITOR FOR THE 2019 FISCAL YEAR.

2nd: Lorne Heslop
CARRIED

8. Adjournment

Dan Bowman made the following motion:

THAT THE 57th ANNUAL GENERAL MEETING OF MEMBERS BE ADJOURNED.

The meeting was adjourned at 12:41pm EST.