

# 46<sup>th</sup> ANNUAL MEETING OF MEMBERS YOUTH SCIENCE FOUNDATION CANADA

Saturday, November 24, 2007, 1pm  
Petro-Canada Boardroom – Mississauga, Ontario



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## 1. Opening Remarks

The Chair, L. Heslop welcomed everyone and had everyone introduce themselves either in person or on the telephone.

L. Heslop praised the Host Committee of CWSF 2007 in Truro for an extremely successful fair, noting that all YSF interactions with the Host Committee were excellent and that they were a solution-oriented group of volunteers. YSF thanks them for a great experience.

The Host Committee of CWSF 2008 is well underway with preparations, everything looks great and we are excited about heading to Ottawa.

L. Heslop will chair the meeting; L. Murray will record the minutes.

## 2. Report of the Scrutineer

R. Barlow, acting as Scrutineer, tabled a report that eight (8) Members were present in person with twenty-seven (27) Members represented by proxy for a total of thirty-five (35) voting Members. Four (4) Members joined the meeting on the telephone. Reni reported that this constituted the quorum necessary (15) to conduct the business of the Annual General Meeting.

L. Heslop noted that no other business had been identified for the agenda; other business is addressed at the Special General Meeting during the CWSF where most Members are able to be present in person.

## 3. Approval of the Minutes of the 45<sup>th</sup> Annual General Meeting of Members

The Chair 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 F. Head:

THAT THE MINUTES OF THE 45<sup>th</sup> ANNUAL MEETING OF MEMBERS BE APPROVED AS PRESENTED.

SECONDED: E. Irwin

PASSED: Unanimous

#### 4. Chair, Board of Directors Report

L. Heslop expressed his thanks for the work and support of the Board this year. The organization is building stronger governance to ensure an effective strategy with appropriate ends and financial sustainability. YSF is a national organization and has become increasingly successful with visibility and recognition in the science community, as well as with sponsors and educators eager to support kids and science.

#### 5. Executive Director's Report

- **2 New Regions** (Wood Buffalo, Canadian Rockies, both in Alberta)
- **Invent the Future**
  - o Mailing to 11,000 grade 7-12 schools in October
  - o Exploring possibility of connecting program with 2008 National Science & Technology Week
- **Advocacy & Consultation**
  - o Working with federal research agencies & National Science Advisor to develop youth element in implementation of federal science & technology strategy
  - o Two YSF members on Science & Technology Awareness Network (STAN) steering committee & founding board
    - STAN Conference (Ottawa – Oct. 29/30)
  - o Industry and government consultation, particularly in IT sector
- **YSF Online**
  - o 2008 YSF regional affiliation underway
  - o Now includes ability to register for *Science Fair in a Box* hosting at a 33% discount
  - o Regional Coordinator (RC) can now access CWSF Award results (in addition to photos) and can generate:
    - On-screen list for browsing
    - Excel data for internal-use lists or mail merging
    - Formatted PDF for instant handouts to sponsors, schools, parents, etc.
  - o Expanded Communication capabilities
    - RC can now email the region's CWSF alumni (2005-07), SMARTS reps and Team Canada applicants
  - o New Virtual CWSF tool – publicly available from YSF web site
    - Allows “tours” of CWSF 2005-2007
    - Ability to select project examples by year, province, region, age category, division, name, keyword or any combination of these
    - Instant view on screen includes photo, bio, project abstract, awards, etc. Search results can be saved as PDF
    - Valuable resource for students, teachers, parents, regions, etc.
- **Environmental Innovation** – new CWSF interdisciplinary division in 2008
  - o Bringing art & science together
- **EnviroExpo Regional Awards** (\$100 cash + \$50 for region)
  - o Regions contacted regarding participation since July
  - o Approximately 70 out of 100 regions have indicated they will participate
- **YSF National Mentorship Program**

- o Currently has access to over 3000 researchers and engineers across Canada – primarily in health sciences and automotive technology – who have indicated a willingness to be lab, in-person and/or online mentors
- o Mentorship Guide developed by CIHR with YSF input over summer
- **SMARTS**
  - o 30% of YSF Regions across Canada now have a Regional Correspondent
  - o nearly 200 School Correspondents in 10 provinces and 1 territory
- **Resource Development**
  - o New “Stepping Up Guide – Taking Your Project to the Next Level”
    - Being developed by CWSF & Team Canada-ISEF Alumni
- **CWSF 2008**
  - o National Science Fair Committee and National Judging Advisory Committee representatives participated in the Ottawa site visit in October
  - o Registration fee: \$650 (\$25 credit for each CWSF 2006 finalist from CWSF 2006 surplus)
  - o Travel fee: \$675 (\$75 credit from Travel Plan for each CWSF 2007 participant)
  - o \$1225 total for most participants is lowest since CWSF 2001 – a significant benefit for regions

## 6. Financial Report

Secretary-Treasurer, Thomas Lee presented a report on the audited financial statements:

This year, YSF Canada had a new auditor, Deloitte & Touche. We would like to express our thanks to our previous auditor, PricewaterhouseCoopers, who had served us for the past 3 years. Having a periodic change of auditors is a key element for a strong governing board. Deloitte has been very thorough in their audit and with their questions on management and process. Overall, the Board is very pleased with the level of service that we received. A secondary, but important consideration for the Board to change auditors, was a savings in the audit fees.

With respect to the financial statements, the first point is that YSF has received an unqualified opinion from the auditors, meaning that they have indicated that the organization has reported all significant matters that have a financial impact on the organization in these statements.

On the Statement of Financial Position, we continue to have a strong cash position. The accounts payable and accrued liabilities are larger than last year. This is primarily due to the late receipt of the ACOA grant that flowed through to the CWSF 2007 host committee. This balance was settled shortly after the fiscal year end of June 30.

On the Net Assets, I would note that the Equalized Travel Plan is strong and growing with a larger closing balance than prior years. The travel plan is a service to regions that provides a flat fee for CWSF travel no matter where the region is located, protects regions against fluctuations in travel costs and makes travel credits (such as this year’s \$75 per person credit) to regions possible.

On the Statement of Operations, most items are comparable to prior years. Some notable changes were a decline in sponsorship and donations and an increase in expenses in other programs. As the executive director has noted, we have new programs and initiatives that extend the reach and breath of the organization; in 2008 and onward, we will continue to work on securing long-term sponsorship for these programs to ensure their sustainability.

Finally, regarding Note 9, it should be noted that TrojanOne has completed the process of evaluating, benchmarking and valuing the YSF sponsorship structure and has provided the board with a report.

T. Lee made the following motion:

THAT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2007 BE ACCEPTED.

SECONDED: F. Seif  
PASSED: UNANIMOUS

## **7. Appointment of Auditors**

T. Lee noted that Deloitte & Touche have been excellent auditors. The Board is very pleased with their quality of work and their timely communication. Thomas noted that he has absolutely no hesitation in recommending the reappointment of Deloitte & Touche as auditors for fiscal 2008.

T. Lee made the following motion:

THAT THE FIRM OF DELOITTE & TOUCHE LLP BE REAPPOINTED AS AUDITOR FOR THE 2008 FISCAL YEAR.

SECONDED: C. Charlebois  
PASSED: UNANIMOUS

## **8. Other Business**

None.

## **9. Adjournment**

F. Head made the following motion:

THAT THE 46<sup>th</sup> ANNUAL MEETING OF MEMBERS BE ADJOURNED.

The meeting was adjourned at 1:34pm.