



Executive Committee – Virtual Meeting Minutes
18 September 2025 – 07:00 to 08:55 EDT
Chairperson: Bozena Hinton
Secretary: Mathieu Langelier

1. Welcome, apologies, conflicts of interest and identification of any “other business”

Bozena Hinton welcomed everyone and noted an apology from Barbara D'Ambrogi-Ola who needed to leave early. No conflicts of interest or other business were raised.

2. Approval of the agenda

Consent Agenda

3. Approval of minutes – 04 September 2025

Motion: To approve the agenda and consent agenda items.

Mover: Barbara D'Ambrogi-Ola Second: Simon Curtis

Motion carried

Business Agenda

4. Financial Matters:

a. [Q2 Financial Statements](#)

Caroline Désilets presented the Q2 financials.

- No major variances from budget expectations.
- Receivable from Canada Revenue Agency (CRA) for HST claims being monitored.
- Forecast shows smaller-than-expected deficit of CAD\$ 95,000.
- Underused engagement and representation funds expected to be utilized in Q3 and Q4.

b. [2026 Budget](#)

Caroline Desilets presented the 2026 budget aligned with the five-year strategic plan.

- New marketing position
- IT system updates
- Reduced office space costs
- Expected \$75,000 deficit with reserves remaining within target range

Action item:

- Secretariat to present the 2026 Budget to the Strategic Planning Committee at their October meeting.

Motion: "That EC approve the IAA 2026 Budget as presented and recommend it to Council for approval at its Marrakesh meeting."

Mover: Ed Pudlowski

Second: Gunn Albertsen

Motion carried

