



Annual General Meeting for the year ending December 31, 2024

May 28, 2025 | 10:30 AM | In-Person & Online | 1975 Haslam Rd, Nanaimo, BC V9X 1T1 and via Zoom

MINUTES

Welcome

10:28 AM

1.0 Call to Order / Quorum = 22 (10% of all eligible member organizations) B. McShane

Quorum confirmed at 39 Member Organizations.

Reminder that when a vote is required, one member from each member organization can vote. We will use a show of hands in the main room and the Zoom room (so please use the hand wave or thumbs up emoji on Zoom)

2.0 Amendments / Approval of Agenda (Motion) B. McShane

No changes.

Motion to approve this Agenda as presented:

MOVED: Sonam Bajwa

SECONDED: Colin McKean

3.0 Amendments / Approval of Minutes of 2024 AGM (Motion) B. McShane

No changes.

Motion to approve Minutes of the 2024 AGM as presented:

MOVED: David Thompson

SECONDED: Colin McKean

4.0 Introduction of Current 2024-2025 Board of Directors B. McShane

Special thanks to the Board for a year of hard work!

5.0 By-Law Amendment (Motion to Approve Amendment to section 9.2) B. McShane

In our 30th year, to enshrine and recognize the founding regional districts of the Association, the following change to our bylaws is being proposed:

Section 9.2 Board composition



The Board will consist of:

- (a) Eight directors with at least one from each of:
1. government;
 2. private sector;
 3. non-profit sector; and
 4. product stewardship agency sector.

(b) At least one government director must be from a Regional District on Vancouver Island or the Sunshine Coast, in recognition of the Association's founding heritage.

Procedure was described:

- The Chair will present the motion, explaining the rationale for the proposed change.
- Discussion: Members can then discuss the motion, ask questions, and debate the pros and cons of the proposed amendment.
- Voting: Members vote on the motion. A simple majority is required to pass.
- Approval and Implementation: If the motion is approved, the bylaw amendment is considered accepted and takes effect.
- Rejection: If the motion is rejected, the bylaw amendment is not approved, and the existing bylaws remain in place.

Question: What happens if we cannot fill this composition?

Response: While that has never happened in 30 years, it is a great question, and overall, the process would be to keep it open until it could be filled.

Motion to approve the Amendment to section 9.2 of the CWMA Bylaws as presented

MOVED: David Thompson

SECONDED: Veronica Bartlett

6.0 Financial Report

P. Grant / S. Molloy

6.1 Presentation of the 2024 Financial Statements

The Board once again used **Green Horwood & Co.** to compile and review the financial statements for 2024.

Our financial goal in 2024 was to ensure we started to build a healthy surplus for both financial stability and mission sustainability.



CRA recommends that an organization carry 6-12 months of operating expenditures as a surplus which for CWMA is ~ \$242,000. The Board decided in 2023, that they would like the surplus to be closer to 12 months to ensure we are prepared to weather industry uncertainties, to increase resources to meet members' needs, and to fund important new initiatives.

We had a successful start to this goal while also being able to add long-term administrative resources and continue to build on the value offered to members.

Of note in 2024

- Our Balance Sheet shows \$30,569 added to our surplus.
- Conference delegate revenue in 2024 was \$81,671, the highest achieved in the history of the organization.
- To continue to provide Conference attendance at a reasonable price and ensure everyone can participate, we worked to reduce the cost per person to under \$500, despite increasing venue costs. We were able to keep our price at \$545 and offer subsidized prices for grassroots members, students, and speakers.
- Once again, our Conference sponsorships, at \$101,086, helped subsidize this event and contributed to our overall annual operations for the year.
- Traditionally, Conference has accounted for most of our operating revenue at 69-80% over time, but a goal in 2024 was to begin to diversify and build other revenue streams to create a more stable financial foundation. We made incremental progress in the right direction with Conference accounting for 64%, Memberships at 29% and other Events at 7%.

6.2 Receive 2024 Financial Report (Motion to Receive)

B. McShane

A motion to receive a financial report in a non-profit organization formally acknowledges the receipt of financial statements.

Motion to receive the 2024 financial report

MOVED: Claire Lewis

SECONDED: Brendan McShane

6.3 Appointment of accountants to compile financial statements for 2025 (Motion to Approve)

Motion to appoint Green Horwood & Co as our accountants to compile the 2025 Financial Statements

MOVED: Veronica Bartlett
SECONDED: Sean Kawakami

7.0 2024 Executive Director's Report S. Molloy

Membership

We are grateful to all our loyal members and in 2024 we warmly welcomed several new members that brought our base to 221 in 2024. Today, we have 230 member organizations with over 1200 individuals active in our community and a greater reach of 3600 industry-wide and includes new sectors that are building their sustainability focus and whom we welcome to participate and help us find solutions.

Our biennial member value survey highlighted that keeping our members current was still the top value followed by information sharing and networking. We do not measure the value of Executive Director humorous facilitation, but I imagine it is up there.

As always, our wildly popular curated weekly news was one of the key values, keeping members informed with over 1800 news articles, job postings, consultations, and reports sent over 2024.

CWMA Events & Conference

We increased the number of events and meetings we held with great participation rates all year. We are always grateful for our *members* and *friends of CWMA* who attend and take part in all our Events, Working Groups and Roundtables and have seen that increase with more across Canada and the US.

Being asked to facilitate more *by-invitation* and *exclusive meetings* for groups across our industry increased in 2024 and so then our sharing to help each other learn and adapt new ideas.

2024 was the 3rd highest revenue-generating conference for CWMA over our 30 years, with 348 in-person and online attendees and 32 sponsors. Our pre-conference meal survey contributed to saving \$18,000 (21%) of food costs and prevented avoidable food waste, a point of pride in our ability to lead the way.

You can never thank your volunteers and sponsors enough so here they are again in case you missed it all the other times. Special thanks to Esme Friesen for volunteering to take on the conference hub role and being a graceful, competent, and creative leader for this important event for our association.

And the creativity must continue as we take you all back to 1995 for our 30th Anniversary Conference



October 8-10, 2025, where we will celebrate a legacy of solutions and reveal a future of possibilities -- probably in 1990 jellybean bright colours.

Working Groups

Our working groups and roundtables remain the most effective way to keep each other up-to-date, problem-solve, discuss challenges, find inspiration, and get practical help. Members have effectively adapted to virtual sharing in a way that only this industry could, and the volunteers who help me plan and determine agendas are pivotal in the ongoing success of these meetings.

Collaboration

In 2024, CWMA also actively pursued collaborations with organizations that share our interest in finding best practices to manage solid waste.

We co-hosted two events with the Recycling Council of Alberta. We are grateful to work with Destination BC to uncover metrics on tourism waste and search for solutions together. Our Technology Series proved to be popular thanks to Grey Sky Tech and Microsoft, and along with organizations like the ESG Centre of Excellence, we were able to help members build business knowledge to enhance their work.

So many thanks to the Stewardship Agencies of BC for helping us archive and share the History of EPR in B.C. and for being active in our working groups, ensuring everyone has access to share ideas and needs.

Finally, one of our key collaborations this year took us back to our roots with the coastal communities coming together to share information, determine collective landfill capacity (26 years), share diversion ideas, and start planning together for managing disaster debris, not if, but when it occurs.

Some of the data compilations we undertook with this patient group allowed us to work out the best process for collecting and producing data that would matter to the entire industry.

Resource Library

This brings me to the work CWMA is expanding this year, but bushwacked through last year to find our path. Our Resource Library is a culmination of 100s of requests for information we get from everyone across the industry. These lists and compilations are visited 100s of times per month without having been fully launched yet and with no search engine optimization efforts.

The data collection and analysis we will undertake this year is only possible thanks to all the Regional Districts, especially the CRD, RDN and Cowichan Valley RD, whose funding commitments in 2024 have allowed us to move ahead with gusto. But no need to feel left out -- all of you will have the opportunity to fund the future of this important effort.



The Team

So much thanks to Heather Stone, CWMA part-time admin, Abby McLennan, Let’s Talk Trash, Kris Ord, KO Consulting, Leah Berscheid, Cowichan Valley RD and Andrea Spiers, Graphic Designer, who are an integral part of the team that serves all of our members.

AND finally, I am not sure how to convey the volume of thanks *that we all must give to Brendan McShane* for 6 years as Chair and who was essential in steering the organization’s stability over what can only be described as turbulent times. Brendan, thank you for leading effectively, actively supporting me, and being so loyal to the organization's mission

8.0 Election: 2023-2024 Board of Directors V. Bartlett

8.1 Explanation of Election/Attrition Process V. Bartlett

Section 7.1 of our Bylaws

The Board will consist of eight directors, with at least one from each of:

(i) government; (ii) private sector; (iii) non-profit sector; and (iv) product stewardship agency sector. Each director will be elected to serve a two-year term of office and will serve until his or her successor is elected at the AGM. Each year, four directors return for a second year in office, and there are four positions open for nominations. Directors whose two-year term is expiring are eligible to submit their names for consideration for re-election.

This year, three board members are standing for re-election, and one is up for election for the first time. As CWMA bylaws do not allow nominations from the floor, those on the slate are uncontested, so per the By-Laws, with no contested positions, each nominee is elected by acclamation.

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|----------------------|--------------------------|---|
| Tim Ames | product steward | First Nation Recycling Initiative |
| Peter Grant | non-profit sector | Salt Spring Island Recycling Depot |
| Sonam Bajwa | government | Regional District of Nanaimo |
| Michael Zarbl | product steward | Major Appliance Recycling Roundtable |

*While we could simply declare the result, for the record, I would ask for a **Motion to confirm the nominees presented here to be elected by acclamation.***

MOVED: Jeff Ainge

SECONDED: Colin McKean

8.2 Present 2025-2026 Board of Directors V. Bartlett



I am pleased to present the 2025-2026 CWMA Board of Directors

| | | |
|----------------------|--------------------------|---|
| Tim Ames | product steward | First Nation Recycling Initiative |
| Peter Grant | non-profit sector | Salt Spring Island Recycling Depot |
| Sonam Bajwa | government | Regional District of Nanaimo |
| Michael Zarbl | product steward | Major Appliance Recycling Roundtable |

9.0 New Business

V. Bartlett

No new business.

10.0 Adjourn

V. Bartlett

Motion to adjourn the meeting.

MOVED: Kate Masters

SECONDED: Sean Kawakami

Meeting Adjourned. *Thank you all for attending!*