

Virtual Annual Meeting
Tuesday, May 13, 2025
6:30 p.m. to 7 p.m.
Minutes

Members in Attendance

Réjeanne Aimey, President
 Sandra Ausma, Vice President
 Arthur Sinclair, Past President
 Nicholas Burgwin, Treasurer
 Ashley Gismondi, Secretary
 Bill De Angelis
 Bruce Matthews
 Melissa Pryszlak
 Oliver Xiao

Saskia Martini-Wong, Recording Secretary/Staff Support

Member Regrets

Jamie Gerson

Guests in Attendance

Alan Halpren
 Paul Kitson
 John Leslie
 Márvio Vinhaes

Item	Action
<p>Welcome and Call to Order President Réjeanne Aimey welcomed members and guests to the 2025 Annual Meeting.</p> <p>Réjeanne Aimey confirmed that the Notice of Meeting was sent on May 1.</p> <p>Attendees were asked to mute themselves and were told that they could use the raise hand feature or send a private chat message to Vice President Sandra Ausma.</p>	

<p><i>Voting</i> Réjeanne Aimey explained to attendees that only members in good standing were eligible to vote. She noted that voting would be done through the polling feature in Zoom. Motions would be displayed on screen and read out. Individuals who wished to move and second a motion could do so by typing in the chat.</p> <p>A test motion was carried out to demonstrate the process.</p> <p><i>Confirmation of Quorum</i> Réjeanne Aimey confirmed to attendees that a quorum was present and the meeting was properly constituted.</p> <p><i>Approval of Agenda</i> Réjeanne Aimey referred attendees to the agenda that was circulated in the meeting package. She asked if there were any items to be added to other business. There were no changes to the agenda.</p> <p>Motion by Bruce Matthews, seconded by Ashley Gismondi: Be it resolved that the agenda be approved as presented. CARRIED</p> <p><i>Approval of 2024 AGM Minutes</i> Réjeanne Aimey referred attendees to the 2024 AGM minutes which were provided as part of the notice of meeting package. She asked if there were any errors or omissions.</p> <p>Motion by Nicholas Burgwin, seconded by Melissa Pryszyk: Be it resolved that the minutes of the last meeting of members held on May 13, 2024 be approved as presented. CARRIED</p>	
<p><i>Treasurer’s Report</i> Treasurer Nicholas Burgwin informed attendees he would be happy to take questions at the end of his presentation. He noted that the 2024 audited financial statements had been provided with the meeting package. They could also be found in the annual report.</p> <p><i>2024 Financial Summary</i> Nicholas Burgwin reported that the Foundation was in a strong financial</p>	

position. Revenue typically is split between two main sources; 70% from investments, and 30% from donations.

Nicholas Burgwin provided a graph of the portfolio's performance from 2017 to 2024. He explained that the blue bar indicates the amount in the account at year-end, and the orange line shows the year-over year percent difference. Historically the Foundation has achieved a 5.5% year-over-year average from the investment account, which is what the board budgets for in its operating budget.

Since 2005, the Foundation has achieved a 5.72% return. 2022 was the worst year on record for the Foundation, which saw a negative performance of 8.58%. 2024 was a good year with a 8.06% gain.

2024 Audited Financial Statements

Nicholas Burgwin reported that Chaplin and Co. were the auditors for 2024 and the audit was completed by March 31, 2025. The letter from the auditors confirms that:

- No modifications were made to the audit plan.
- No difficulties were encountered during the audit.
- The accounting policies used by the Foundation are in accordance with Canadian accounting standards for not-for profit organizations.
- No significant unusual transactions were identified.
- No significant deficiencies in internal control were identified.
- No major disagreements with management were encountered during the audit process.

A copy of the letter can be made available to any member of the Foundation upon request.

Nicholas Burgwin referred attendees to the Statement of Revenue and Expenditures. He noted that the Foundation had a surplus of \$144,029 compared to a surplus of \$257,386 in 2023.

Expenses were under budget by about \$35,000 as money that was allocated for 65th anniversary activities were not used. Revenue, driven by an increase in donations, was higher than expected.

<p>Nicholas Burgwin reported that as of January 1, the portfolio’s value was approximately \$3.5 million and as of December 31, it was over \$3.6 million.</p> <p>Nicholas Burgwin informed members that the Foundation was in a strong cash position as of the end of 2024.</p> <p>He asked if there were any questions. No questions were posed.</p> <p><i>Appointment of the Auditors for 2025</i></p> <p>Nicholas Burgwin reminded members that in 2023, an RFP for auditors had been issued and the board had accepted the committee’s recommendation of Chaplin & Co Chartered Accountants continuing as the Foundation’s auditors for five years.</p> <p>Motion by Nicholas Burgwin, seconded by Bruce Matthews: Be it resolved that Chaplin and Co. Chartered Accountants be appointed as auditor for the Ontario Professional Engineers Foundation for Education for the fiscal year 2025. CARRIED</p>	
<p>President’s Report</p> <p>Réjeanne Aimey informed members she would take questions at the end of her report.</p> <p>Réjeanne Aimey thanked members and expressed that it had been an honour to serve as the Foundation’s president during its 65th anniversary. She stressed the Foundation’s commitment to supporting the academic journeys of undergraduate engineering students across Ontario’s 16 CEAB-accredited institutions. She thanked Professional Engineers Ontario for the feature article that covered who started the Foundation and how the Foundation has evolved in its 65-year journey.</p> <p>Réjeanne Aimey reported that in the lead up to the 65th anniversary, a small committee was struck to look at ways to mark the anniversary, and money was set aside. In the end, the Foundation launched a unique fundraising initiative of 65th anniversary socks. She thanked the Ontario Society of Professional Engineers (OSPE) for naming the Foundation as its Charity of Choice, and for its outstanding support in distributing the socks and championing the Foundation’s mission. She acknowledged that OSPE’s efforts help to amplify the work of the Foundation.</p>	

Réjeanne Aimey also explained that the Foundation introduced the new feature, *Canadian Engineering Stories* to the e-blasts. She explained that stories were inspired by suggestions from donors and some were written and developed by board members. One of her personal favourites was *The Diefenbunker and Colonel Ed Churchill, P.Eng.*, a historical account by Bill De Angelis that explored Canada’s Cold War-era defence strategy against potential nuclear missile threats from the United States and the Soviet Union. She noted that if people hadn’t read it, it could be found in the 2024 Annual Report. She also encouraged attendees to send ideas for future stories and to subscribe to the e-blasts if they weren’t already receiving them.

Réjeanne Aimey stressed that it was important to tell these stories because too many of these tales will be lost as no other organization seems to be cataloguing them. She suggested that the Foundation may be able to publish a collection of stories in the future as another way to raise funds for the Foundation.

Réjeanne Aimey acknowledged the foresight and dedication of the Foundation’s past directors and explained that many similar foundations were closing their doors due to lack of funding, volunteers, or momentum, and the Foundation should be reminded of the importance of sustainability and legacy. She noted that the Canadian Engineering Memorial Foundation (CEMF), founded in 1990 by female engineer Claudette MacKay-Lassonde, to honour the memory of the 14 female engineering students who died at École Polytechnique de Montréal on December 6, 1989, closed its doors in 2024. She also noted that the CEMF was not aware of the Foundation as an entity in which to potentially transfer their remaining legacy funds. She stressed that the Foundation still had much work to do to raise the profile of the Foundation in the wider public arena. She explained that in 2024, the Foundation’s first strategic plan was developed through the work of Bruce Matthews and the board.

Réjeanne Aimey also explained that the Canadian Fracture Research Foundation (CFRF), founded by the father of Elizabeth Mills in 1977, also closed its doors in 2024. She reported that the Foundation has a “handshake” deal with the CFRF to carry forward the mission of this now-closed foundation. The CFRF has funds of approximately \$150,000 which are in the process of being transferred to the Foundation.

Réjeanne Aimey noted that if the new Foundation president allowed, she would like to continue working with Elizabeth Mills to ensure the funds arrive and are integrated in a manner that is conducive to both organizations. The formal announcement of the legacy gift and partnership will be made once the transfer of funds is complete.

Réjeanne Aimey again stressed that the Foundation needed to raise the profile of the Foundation in the wider public arena and for all members to promote the Foundation as a steward of engineering legacies for organizations like CEMF and CFRF that deserve to be preserved and celebrated for generations to come.

Réjeanne Aimey announced that the Foundation had reaffirmed its commitment to supporting engineering students by discussing expanding the number of scholarships awarded and by assessing the asset allocation mix and exposure of the Foundation's portfolio. The board has also begun discussions to increase the value of its scholarships.

Réjeanne Aimey acknowledged that April 25, 2025, marked the 100th anniversary of the Corporation of the Seven Wardens that bestows the iron ring to engineering graduates. She explained that the Canadian Mint honoured the engineering profession with a commemorative coin, and upon the guidance of Arthur Sinclair, the Foundation purchased a coin to be auctioned or sold at the time of the Foundation's choosing in the future. She noted that the coin was officially sold out on the Mint's website. She believes that the Foundation may be able to generate substantial funds through a raffle or silent auction if marketed correctly.

Réjeanne Aimey thanked all donors, partners, and volunteers. She expressed her thanks and contributions to the board and volunteers. She also thanked Saskia Martini-Wong, the Foundation's part-time administrator. She encouraged members and guests to be ambassadors of the Foundation and to remember to encourage others they knew who may wish to volunteer their time to tell them about the Foundation. Réjeanne Aimey highlighted Melissa Pryszyk's contributions to the Foundation in her first year on the board. She also acknowledged that a few directors would be leaving the board but noted their contributions would be recognized later in the meeting.

<p>Réjeanne Aimey announced that at the conclusion of the meeting, she would step into the role of Past President and that she was excited that the governance committee and board recognized the need for non-engineers to sit on the board so as to further strengthen the reach, capacity, and impact of the Foundation. Réjeanne Aimey also suggested that future Annual Meetings be opened up to donors so as to showcase the achievements of the Foundation.</p> <p>Réjeanne Aimey again stressed that it had been her honour to serve as the Foundation’s president for two years and expressed her wish that the Foundation continue its tradition of supporting engineering students well into the future.</p> <p>Réjeanne Aimey asked if there were any questions. No questions were posed.</p>	
<p>Board of Directors Slate</p> <p>Réjeanne Aimey acknowledged and thanked the 2024-2025 board of directors.</p> <ul style="list-style-type: none"> • Réjeanne Aimey, President • Sandra Ausma, Vice President • Arthur Sinclair, Past President • Nicholas Burgwin, Treasurer • Ashley Gismondi, Secretary • Bill De Angelis • Jamie Gerson • Bruce Matthews • Melissa Pryszlak • Oliver Xiao <p>She then acknowledged that Jamie Gerson’s term as a director was complete. She noted that he was the last legacy OSPE director appointed to the board, and a valued member of the marketing and communications and fundraising committees.</p> <p>Réjeanne Aimey also thanked Bruce Matthews for his commitment to the Foundation during his time as a director.</p>	

She explained that Bruce Matthews had started on the board in 2022 and led the Foundation through its transition to new ONCA-compliant bylaws and development of what is likely the Foundation’s first strategic plan as vice president and chair of the governance committee.

The third director that Réjeanne Aimey acknowledged was Arthur Sinclair. She informed attendees that Arthur Sinclair had served on the board since 2018 and served as the Foundation’s president for two years from 2021 to 2023. For the past 18 months, he had served as the chair of the awards committee and had been championing the introduction of the Engineering Student in Sport Scholarship which was set to launch in a few months. Arthur Sinclair has also supported the increase of financial support to the Foundation’s existing scholarships to be more in-line with student needs.

On behalf of the Foundation, Réjeanne Aimey thanked each of the retiring directors for their time and commitment.

Réjeanne Aimey asked Bruce Matthews to give a report on the Call for Directors. Bruce Matthews informed attendees that under the *Ontario Not-for-Profit Corporations Act*, one of the standard items of business at an Annual Meeting is the election of directors. Under the Foundation’s By-law, there are 11 directors in total with 10 being elected directors and one being an ex-officio director (past president). The By-law requires that the members elect directors at the Annual Meeting when the terms of existing directors have expired or when there are vacancies on the board. In 2025, both situations have occurred.

Bruce Matthews explained that in January, the Foundation’s board approved a Board Nomination Process and identified a selection committee. The availability of positions for the board of directors was advertised during the month of February. The Foundation received 21 applications, and the selection committee narrowed the field to seven candidates. One candidate withdrew their application prior to interviews being conducted. The selection committee met in late-March to finalize the recommended slate to fill the available positions. The board met on April 15 and approved the slate.

Bruce Matthews confirmed that the number of candidates on the approved slate equalled the number of positions available on the board and that the positions would be filled by appointment rather than election. He

<p>explained that rather than ballots, there would be motions to appoint individuals to the board.</p> <p>Bruce Matthews also explained that normally the term of an elected Foundation director was three years. Under the By-law, if a director is being elected or appointed to fill a vacancy, then the term of that individual is for the remainder of the unexpired term of the director whose departure created the vacancy. Baijul Shukla’s term was set to expire in 2026, so one individual would be appointed for a one-year term, and four individuals would each be appointed for a three-year term.</p> <p>Motion by Nicholas Burgwin, seconded by Melissa Pryszlak: Be it resolved that Márvio Vinhaes be appointed as Director of the Foundation Board for a one-year term. CARRIED</p> <p>Motion by Oliver Xiao, seconded by Ashley Gismondi: Be it resolved that Nicholas Burgwin, Alan Halpren, Paul Kitson and John Leslie be appointed as Directors of the Foundation Board for a three-year term. CARRIED</p>	
<p>Member Questions Réjeanne Aimey asked if there were any questions. Arthur Sinclair did not have a question but noted that he agreed with Réjeanne Aimey that donors should be invited to the Annual Meeting moving forward.</p>	
<p>Adjournment There being no further business, Réjeanne Aimey called for a motion to adjourn the 2025 Annual Meeting.</p> <p>Motion by Bruce Matthews, seconded by Melissa Pryszlak: Be it resolved that the members of the Foundation approve to adjourn the 2025 Annual Meeting. CARRIED</p>	