

CHARTERED PROFESSIONAL ACCOUNTANTS OF PRINCE EDWARD ISLAND  
7<sup>TH</sup> ANNUAL GENERAL MEETING

Hybrid Meeting | Studio 1, Confederation Centre of the Arts, and via Zoom  
12:00pm | Wednesday, September 21, 2022

MINUTES

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1. **Call to Order and Welcome from the CEO**

Tanya O'Brien welcomed all members present to the Annual General Meeting and made opening remarks.

2. **Approval of Agenda**

The agenda was distributed to the members via email with the Annual General Meeting notice issued September 8, 2022.

*Upon a motion duly made by Kristen Dunsford that the Agenda for the September 21, 2022, Annual General Meeting of the Chartered Professional Accountants of Prince Edward Island be approved as presented, and seconded by Brenda Wedge. MOTION CARRIED.*

3. **Minutes of the 2021 Annual General Meeting**

*Upon a motion duly made by Lisa Underhay that the Minutes from the September 22, 2021, Annual General Meeting be approved as circulated, and seconded by Mike Fitzpatrick. MOTION CARRIED.*

4. **Chair's Report**

Becky Chaisson provided an overview and highlights of CPA Prince Edward Island's Board of Directors activity for the year.

5. **Financial Statements as at March 31, 2022**

The audited financial statements and auditor's report of CPA Prince Edward Island for the year ended March 31, 2022, were distributed. The financial statements and auditor's report were presented by Kristen Dunsford, Finance and Audit Committee Chair.

*Upon a motion duly made by Kristen Dunsford that the Financial Statements of CPAPEI for the fiscal year ended March 31, 2022, be approved, and seconded by John Potter. MOTION CARRIED.*

6. **Budget**

The budget of CPA Prince Edward Island for the year ended March 31, 2023, was distributed. The budget was presented by Kristen Dunsford, Finance and Audit Committee Chair.

*Upon a motion duly made by Kristen Dunsford that the Budget of CPAPEI for the fiscal year ended March 31, 2023, be approved, and seconded by Vaughn Smith. MOTION CARRIED.*

## 7. Appointment of Auditors - 2022/2023

Kristen Dunsford, Finance and Audit Committee Chair of CPA Prince Edward Island made a recommendation for the appointment of auditors for CPA Prince Edward Island.

*Upon a motion duly made by Kristen Dunsford that Keough O'Brien Shea be appointed as Auditor of CPAPEI for the fiscal year ended March 31, 2023, and seconded by Heather MacLean. MOTION CARRIED.*

## 9. Nominating Committee Report

Details of the election of directors to the Board of CPA Prince Edward Island for the upcoming year were circulated in advance of the meeting to all members. Lisa Underhay presented the report on behalf of the nominating committee.

Nominations as follows:

Jennifer Dunn, CPA, CA, TEP  
Bill Waterman, CPA, CMA, MBA

Board Composition:

Dennis Carver, CPA, CA	Chair
Becky Chaisson, CPA, CMA	Past Chair
Kristen Dunsford, CPA, CGA	Secretary-Treasurer
Jennifer Dunn, CPA, CA, TEP	Executive Committee

*Upon a motion duly made by Lisa Underhay that the Nominating Committee Report be accepted and that the Officers and Members of the 2022/2023 Board be declared elected and seconded by John Potter. MOTION CARRIED.*

Lisa Underhay thanked outgoing Board Members Denise Lewis-Fleming and Travis Bertram for their service and contributions to the profession.

## 9. Highlights of the 2022/2023 year

Tanya O'Brien spoke to the highlights for the past year.

## 10. Other Business

None.

The meeting adjourned at 12:51pm.

*Upon a motion duly made by Mike Fitzpatrick to adjourn the meeting.*