

CAPT-ACTP 2025 Meeting Minutes

Date/Time: September 23, 2025 / 12:17 – 14:45

Chairs: Adam Haynes (AH), Jason R. Guertin (JG), Julia Shen (JS), and Belinda Yap (BY)

Attendees: Board members, sponsors, students, and general membership

1. Opening Remarks

- AH welcomed attendees, expressing gratitude for participation and support.
- Acknowledged the privilege of leading the committee this past year.

2. Partnership Committee Report

- Committee report presented by JS.
- Secured \$182,000 in sponsorship funding, exceeding the goal of \$150,000.
- Strong support from recurring sponsors as well as new partners, reflecting CAPT's growth.
- Acknowledgment of sponsors' critical role in enabling CAPT's mission (stakeholder collaboration, solutions-focused discussions).
- Applause requested for sponsors.

3. MMAS Committee Report (Marketing, Membership, and Student)

- MMAS report presented by AH
- Student Career Webinar:
 - Four speakers from diverse sectors (industry, consultancy, government).
 - 35 students attended.
 - Theme: career paths are not always linear; change and discovery are part of professional growth.
 - Positive student feedback.
 - Suggested adjustment: fewer speakers next time to allow more student Q&A.
- Student Engagement at Conference:
 - 46 students attended in total.
 - Supported by travel bursaries, allowing national participation.
 - Students encouraged to network with board and executive members.
- Career Fair:
 - 6 sponsors participated.
 - Observation: Career fair was only held on Day 1
 - Recommendation: Expand to both days in future, if organizations are willing.
 - Call for additional organizations to host tables.

4. Scientific Program Committee Report

- SPC report presented by JG
- Positive feedback received on sessions and panels.
- Over 70 abstracts, the highest number in more than a decade.
- Prepare for larger poster sessions in future.

5. Financial Report (Fiscal Year 2024)

- Finance report for 2024 presented by BY
- Audit Status: 2024 financial statements reviewed and approved by auditors.
- Comparisons (2023 vs. 2024):
 - Total Assets: \$470K → \$529K.
 - Liabilities: \$28K → \$38K (primarily unpaid invoices).
 - Unrestricted Net Assets: \$441K → \$491K.
 - Revenue: ~209K (2023) vs. ~224K (2024).
 - Expenses: \$145K → \$187K, driven by:
 - Pre-conference venue costs.
 - Speaker reimbursements.
 - Increased student travel bursaries (\$4.5K → \$12K).
 - Interest Income (GICs): \$6K → \$12K.
 - Excess Revenue over Expenses: \$63K → \$37K (still positive, but 29% decrease).
 - Cash and Equivalents: Chequing reduced from \$239K → \$207K, though \$90K was moved to GIC investments.
- Key Takeaway: Organization remains financially healthy with \$491K unrestricted net assets and consistent positive margins since resuming in-person events in 2022.
- Motion: Approve and adopt 2024 audited financial statements.
- Secunder: Linda Lu (Board Member).
- Vote: Passed unanimously (no objections).

6. Board Elections (2026 Term)

- Process Recap by JS:
 - Nominations: July – September 5.
 - Elections: September 8–12.
 - Open positions: Student Representative, President-Elect.
- Results:
 - Student Representative (2026): Laila Aboulatta
 - President-Elect (2026): Eon Ting (longstanding CAPT board contributor).

7. Bylaws Review

- Assessment: Many changes over past years; not cohesive.
- Decision:
 - Conduct a comprehensive review in the coming year.
 - Present updated bylaws at 2026 AGM.
 - No changes proposed at this AGM.

8. Awards Ceremony

- Awards presented by JG
 - Peggy Kee Award: Highest-voted poster presentation.
 - Recipient: Soo Jin Seung
 - Best Poster Presentation Award:
 - Recipient: Atafeh Jafari
 - Best Student Oral Presentation Award:
 - Recipient: Martin Ho
 - Kris Schindel Award: Recognizes significant contribution to CAPT.
 - Recipient: Dr. Mina Tadrous

9. Closing Remarks by AH

- Expressed gratitude for the opportunity to serve as president.
- Thanked attendees, board, sponsors, and students.
- Reflected on the positive impact of sessions and conference.
- Announced formal handover of presidency to Jason Guertin.
- Encouraged participants to attend the final session following a short break.
- Motion to Adjourn by AH
 - Mover: Gerry Jeffcott
 - Secunder: Eon Ting
- Vote: Passed.

10. Meeting adjourned.