



BOARD OF DIRECTORS MEETING

DATE: Monday, August 11, 2025

TIME: 12 AM ET

VENUE: Virtual

<https://us06web.zoom.us/j/86758346729?pwd=tpD4l1p5Rh3k4wud5b1tCPBIWJ93TN.1>

Agenda

1.0 Call to Order *Houle*

2.0 Approval of Minutes of Last Board of Director's Meetings - *Houle*

2.1 [Jun 11th 2025 - Board of Directors Meeting Minutes.docx](#)

3.0 Communications - *Lewicki*

3.1 Social Media Update

3.2 Podcast Update

4.0 Membership *Malcolm*

4.1 Membership Renewal Update

4.2 Membership Campaign Updates

4.3 Management Advisory Committee

5.0 Education & Events *Burgoon/Wright*

5.1 Current Events

Ottawa Conference	September 19	In Person	Andrée	Planning
AGM and Ask the Experts	October 29	Virtual	Jon Wright	Planning
Aging in Place	November 27	Virtual	Anne	Planning
Holiday Lunch	December 3	In Person	Andrée	Planning

6.0 Sponsorship/Advertising *Johnston*

6.1 Annual Sponsorship Update

[CCI-EO 2025-2026 Sponsorship Tracking - ONGOING .xlsx](#)

7.0 Financials *Courneyea*

7.1 Review of June 2025 Year-End Financial Statements

8.0 LCCI Update *Johnston/Wright*

9.0 National Update *Malcolm*

10.0 New Business *Houle*

11.0 Next Meeting *Houle*

September 9, 2025, at 12:00 pm - :00pm - Board Meeting

13.0 Adjournment *Houle*

DISTRIBUTION LIST: Nancy Houle, Constance Hudak, Stephanie Courneyea, Andrée Ball, Anne Burgoon, Noah Johnston, Michael Lewicki, Stacey Malcolm, Jonathan Wright, Graeme Macpherson, Gerry Bourdeau

Who to contact at CCI EO & Duties

Theresa Place : theresa@cci-easternontario.ca

- Board admin
- Financials
- Sponsorship Committee
- National
- Conference Committee

Courtney Cartmill: info@cci-easternontario.ca

- General inquiries from the public
- Membership and Education Committees

Devyn Maybee – devyn@theresaplacemedia.ca

- All marketing



CCI – Eastern Ontario Board of Directors Meeting Minutes

Tuesday, July 8, 2025, at 12:00 pm

Zoom

Present: Andrée Ball, Anne Burgoon, Jonathan Wright, Graeme McPherson, Stephanie Courneyea, Michael Lewicki, Noah Johnston

Regrets: Nancy Houle, Stacey Malcolm, Gerry Boudreau, Constance Hudak

Staff: Theresa Place - Recording Secretary

Action Items:

- Circulate guest list for podcast to board for review. - Mike
- Boost registration and sponsorship for Ottawa conference and Casino Night. - Admin and Board
- Develop and adopt policy for electronic payment options. - See what GRC develops. Theresa to follow up.
- Stephanie to circulate budget. - Stephanie
- Call for board nominations to be sent by August 1. - Admin team

1.0 Call to Order

Andrée called the meeting to order at 12:03 p.m.

2.0 Approval of the Minutes of June 11, 2025, Board Meeting

01-07-08-2025: Ann made a motion to approve minutes which was seconded by Mike. Motion Carried.

3.0 Communications

The first podcast recording completed with Nancy, Joshua, and Mike.

- Editing in progress; future recordings and guest lists being planned.
- Discussion on podcast name overlap with another organization ("The Common Element").
- Board debated whether to claim the name or consider alternatives; decision deferred for full board input via email.

4.0 Membership

- Renewals sent out; second round to be sent for non-renewals.
- Management company lists being distributed to the membership committee.
- Discussion on payment barriers and options for easier renewals.

5.0 Education & Events

- Golf tournament successful, with approximately \$8,000 profit.
- Next year's tournament tentatively booked for June 18.
- Ottawa conference sponsorship going well; need to boost registration and Casino Night sponsorship.
- AGM and other events in planning; volunteers assigned for "Ask the Experts" and holiday lunches.

6.0 Sponsorship

- Annual sponsors contacted for renewal; new sponsors being solicited.
- Four bronze and four silver sponsors confirmed; one gold sponsor so far.
- Sponsorships tied to podcast and events.

7.0 Financials

- Profit of \$23,000 to end of June, despite a drop in membership income.
- Budget to be circulated by Stephanie.
- Discussion on HST filings and sponsorship taxability; all filings up to date.

8.0 LCCI Update

- Reminder for LCCI/CCI members to renew designations by July 1.
- Assistance available for those needing membership numbers.

9.0 CCI National Update

No update due to Stacey's absence

10.0 New Business

- Board terms ending for Constance, Noah, Stacy, and Ann; call for nominations around August 1st.
- Discussion on electronic payment options for membership (Spark Pay, Leap, Tell Pay, EFTs).
- Motion to proceed with new payment options, pending policy development (Grand River chapter to share policy).

11. Next Meeting - virtual – Board meeting **Tuesday, August 12th, 2025 at 12 PM.**

12. Adjournment

- Meeting moved to an in camera to discuss new contract with the admin.
- The meeting concluded, at 1:00 p.m.

Statement of Activity YTD Comparison
Canadian Condominium Institute Eastern Ontario
July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JUL. 1 2024 - JUN. 30 2025	JUL. 1 2023 - JUN. 30 2024 (PY)	% CHANGE (PY)
Income			
300400 Interest Income	6,340.42	8,812.51	-28.05 %
310000 Membership	0	0	
310000-100 Individuals	2,600.00	3,990.00	-34.84 %
310000-210 Corporations Units 1-49	7,237.50	10,130.00	-28.55 %
310000-220 Corporations Units 50-149	13,135.00	21,450.00	-38.76 %
310000-230 Corporations Units 150-249	6,945.00	9,440.00	-26.43 %
310000-240 Corporations Units 250+	450.00	900.00	-50.0 %
310000-300 Professional	8,421.77	17,870.00	-52.87 %
310000-400 Business Partner	10,045.00	9,310.00	7.89 %
Total for 310000 Membership	\$48,834.27	\$73,090.00	-33.19 %
317500 Conference	0	0	
317500-10 Conference Registration	17,460.00		
317500-11 Conference Registration 2	19,155.00	50,964.69	-62.42 %
317510-10 Conference Sponsorship	61,035.00		
317510-11 Conference Sponsorship 2	10,950.00	28,600.00	-61.71 %
317510-25 Conference Sponsorship 4	5,500.00	4,500.00	22.22 %
317520-10 Conference Exhibitor	38,061.00		
317520-25 Conference Exhibitor 4	7,500.00	500.00	1400.0 %
317520-11 Conference Exhibitor 2		33,675.00	-100.0 %
Total for 317500 Conference	\$159,661.00	\$118,239.69	35.03 %
318000 Seminar/ Social	0	0	
318000-735 Holiday Party - Dec 06 Event	4,155.00	5,075.00	-18.13 %
318000-740 Seminar/Social 7	1,400.00	2,395.00	-41.54 %
318000-745 Seminar/Social 8	1,985.00	315.75	528.66 %
318000-750 Seminar/Social9	330.00	105.00	214.29 %
Total for 318000 Seminar/ Social	\$7,870.00	\$7,890.75	-0.26 %
318500 Director's Course	0	0	
318540 Director's Course - Fall	0	0	
318540-605 Director's Course - Fall	9,445.00	10,947.84	-13.73 %
Total for 318540 Director's Course - Fall	\$9,445.00	\$10,947.84	-13.73 %
Total for 318500 Director's Course	\$9,445.00	\$10,947.84	-13.73 %
318515 Golf Tournament	\$10,875.00	\$16,250.00	-33.08 %
318516 Golf Tournament - Sponsorship	23,015.00	26,600.00	-13.48 %
Total for 318515 Golf Tournament	\$33,890.00	\$42,850.00	-20.91 %
318550 Annual Sponsorship	14,350.00	35,050.00	-59.06 %
318600 Miscellaneous Revenue	460.00	290.00	58.62 %
318570 Advertising Income/ Newsletter Services		995.00	-100.0 %
Total for Income	\$280,850.69	\$298,165.79	-5.81 %
Cost of Goods Sold			
Gross Profit	\$280,850.69	\$298,165.79	-5.81 %

Statement of Activity YTD Comparison

Canadian Condominium Institute Eastern Ontario

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JUL. 1 2024 - JUN. 30 2025	JUL. 1 2023 - JUN. 30 2024 (PY)	% CHANGE (PY)
Expenses			
400120 Membership Due to National	34,013.00	32,863.80	3.5 %
400140 Seminars/Socials	0	0	
400140-740 Seminar/Socials Lawyer, Guns and Money	4,972.19	1,650.33	201.28 %
400140-735 Seminars/Socials - Dec 06 Event		3,395.15	-100.0 %
Total for 400140 Seminars/Socials	\$4,972.19	\$5,045.48	-1.45 %
400410 Advertising/Promotion	34,425.00	19,795.00	73.91 %
400440 Board Expenses	4,615.94	1,406.56	228.17 %
400520-10 Conference 1	617.86		
400520-11 Conference 2	71,773.32	54,008.09	32.89 %
400520-26 Kingston Conference	17,305.92		
401450 Golf Tournament Expenses	25,232.06	23,843.52	5.82 %
401600 Website / E Communication	8,061.62	21,126.61	-61.84 %
402000 Administrator Fee	61,712.14	73,297.92	-15.81 %
406000 Postage	86.13	685.03	-87.43 %
407500 Office Supplies	918.59	697.12	31.77 %
407600 BankCharge	10,153.31	9,279.80	9.41 %
409100 Podcasting expenses	150.00		
Bank charges			
Travel	338.58		
400240 Fall Newsletter		2,437.50	-100.0 %
400260 Winter Newsletter		1,968.75	-100.0 %
400280 Spring Newsletter		2,220.00	-100.0 %
400420 National Meetings/ Social		-607.00	100.0 %
400520-25 Kingston Conference 2024		16,840.86	-100.0 %
401200 Director's Course-Spring	0	0	
401200-600 Directors Course Spring		1,391.25	-100.0 %
Total for 401200 Director's Course-Spring	0	\$1,391.25	-100.0 %
403000 Legal/Accounting		4,500.00	-100.0 %
407700 General Expenses		231.80	-100.0 %
Dues and Subscriptions		876.39	-100.0 %
Total for Expenses	\$274,375.66	\$271,908.48	0.91 %
Other Income			
Other Expenses			
Profit	\$6,475.03	\$26,257.31	-75.34 %

Statement of Financial Position Comparison

Canadian Condominium Institute Eastern Ontario

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AS OF JUNE 30, 2025	AS OF JUNE 30, 2024 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
100200 RBC- Current Account 00006 - 1075134	209,135.00	201,941.40
100201 RBC Virtual Wallet		
106600 Undeposited Funds	3,079.25	3,079.25
Stripe clearing	22,793.79	
Total for Cash and Cash Equivalent	\$235,008.04	\$205,020.65
Accounts Receivable (A/R)		
106000 Accounts Receivable	8,761.93	4,431.93
Total for Accounts Receivable (A/R)	\$8,761.93	\$4,431.93
106500 Prepaid Expenses	25,436.50	21,612.13
Total for Current Assets	\$269,206.47	\$231,064.71
Non-current Assets		
Property, plant and equipment		
Total for Non-current Assets	0	0
Total for Assets	\$269,206.47	\$231,064.71
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
200000 Accounts Payable	66,503.90	51,190.78
Total for Accounts Payable (A/P)	\$66,503.90	\$51,190.78
Credit Card		
200010 GST/HST Payable	-\$1,327.40	-\$3,069.17
210000 HST Collected		
215000 HST- Input Tax Credits		
Total for 200010 GST/HST Payable	-\$1,327.40	-\$3,069.17
220000 Accrued Liabilities	13,500.00	13,500.00
221000 Deferred Revenue	85,140.00	66,165.00
GST/HST Suspense	-4,363.16	
Total for Current Liabilities	\$159,453.34	\$127,786.61
Non-current Liabilities		
Total for Liabilities	\$159,453.34	\$127,786.61
Equity		
535000 Current Operations Fund	31,300.10	5,042.79
Profit for the year	6,475.03	26,257.31
250000 Member's Equity	71,978.00	71,978.00
Opening Balance Equity		
Total for Equity	\$109,753.13	\$103,278.10
Total for Liabilities and Equity	\$269,206.47	\$231,064.71