

**FIRST ANNUAL MEETING OF THE MEMBERS  
of  
THE CAPS FOUNDATION  
(hereinafter the “Corporation”)**

MINUTES of the meeting of the members of the Corporation held on the 5<sup>th</sup> day of December 2018.

PRESENT: Lorne Kelton, M.Ed. Mark Black, CSP  
Hugh Culver, CSP Michael Hughes  
Merge Gupta Sunderji, CSP Greg Schinkel, CSP  
Faythe Buchanan Carol Ring

being all of the members of the Corporation.

Guest: Shari Bricks

With the consent of the meeting, Lorne Kelton took the Chair and Faythe Buchanan acted as Secretary. The meeting was called to order at 7:03 p.m.

All of the members being present in person, the meeting was declared to be regularly constituted.

APPROVAL OF FINANCIAL STATEMENTS

On motion duly made by Carol Ring and seconded by Greg Schinkel, CSP and unanimously carried the following resolution was passed:

BE IT RESOLVED THAT:

The financial statements in the form prepared are hereby approved.

It was noted that the Auditors engagement letter was distributed to the Board in advance of this meeting and acknowledged by all.

APPOINTMENT OF PUBLIC ACCOUNTANT

On motion duly made by Michael Hughes and seconded by Mark Black and unanimously carried the following resolution was passed

BE IT RESOLVED THAT Smith Chappell Marsh Vilander LLP, Chartered Accountants are hereby appointed auditors of the Corporation to hold office until the close of the next annual meeting of members, such appointment to be effective as of and from the termination of this meeting.

There being no further business, the meeting then terminated at 7:33 p.m.



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Chair of the meeting (Lorne Kelton)



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Secretary of the meeting (Faythe Buchanan)