



**CITE Executive Meeting  
Teleconference  
May 5, 2017 - 10:00AM MST**

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*Attendees:*

*Executive:*

J. Malzer (President) (JLM)  
P. Truch (Past President) (PT)  
J. Salvini (Secretary/Treasurer) (JS)

*Regrets:*

E. Soldo (Vice-President) (ES)  
G. Chartier (District Director) (GC)

*Guests:*

Garrett Donaher, (excite Chair) (GD)  
Chun Man, (Youth Summit Organizing Committee) (CM)  
Ryan Martinson. (Youth Summit Organizing Committee) (RM)

*Support:*

S. Garner (Administrator) (SG)<sup>1</sup>

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Meeting called to order at 10:05AM MST

## 1. Approval of Minutes and Agenda

**MOTION** (JS, JLM): Approve the agenda and minutes of the April 4, 2017 Executive meeting  
**✓ CARRIED**

## 2. Youth Summit

- The Youth Summit Committee gave a brief overview of the activities planned for the three-day summit
- It was suggested that attendees, who were being sponsored to attend, bring their expense receipts for travel and that they will be reimbursed at the Summit

GD, CM & RM left meeting at 10:20AM

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<sup>1</sup> Recording Secretary

### 3. Finance Report

- The draft audit report was reviewed. It was noted that there were no serious issues however interest rates and currency exchange exposure were flagged as “risks” for CITE due to potential fluctuations
- A final draft of the budget was reviewed that included a \$1,000 increase in the budget for TLC administration
- There was a question about the way the accounts were presented in the audit report and that they were different than what has been historically reported to the Board. It was mentioned by the accountant that they had restructured the presentation to better reflect industry reporting practice. JS to follow-up with accountant to finalize presentation of accounts

**ACTION** (JS): Follow-up with accountant to finalize presentation of accounts in audit report

PT left meeting at 10:44AM.

Next meeting June 2, 2017

**MOTION** (JLM): To adjourn meeting at 10:44AM MST due to lack of quorum.