



Minutes of the 2023 TAC Annual General Meeting
Sunday, September 24th, 3:00 PM EDT
Westin Harbour Castle, Toronto ON

Members of the TAC Board of Directors in Attendance:

Bruce Downing, President; Erik Eberhardt, Immediate Past President; Andre Solecki, Secretary; Jason Mann, VP West; Andre Rancourt, VP East; Jean Habimana, Director, Quebec and Maritimes; Dan Ifrim, Director, Ontario; Stephanie Robillard, Director, BC Region; Boro Lukajic, Director; Nichole Boulton, Director; Mark Diederichs, Director; Glen Mongillo, Director; Andrew Caruana, Director; Leila Sunderani, Director; Seamus Tynan, Director.

Board of Director Regrets: Michelle Richards, Treasurer; Mohammed Al-Bataineh, Director, Alberta; Connor Langford, Director.

1. Welcome and Introductions

The President opened the meeting at 3:05 PM EDT and welcomed all attendees to TAC's 2023 Annual General Meeting. The President introduced the Board attendees present in the room. Changes to agenda were requested to the presenters in the agenda items – Dani Delaloye to present the EDI updates and Bruce Downing to present the Treasurer's report, Canadian Tunnelling Magazine update and Tunnel Database Project update. It was also brought to attention that Glenn Mongillo was missed on the TAC Board of Directors slate.

Motion: Moved by Dan Ifrim, seconded by Mark Diederichs, that the agenda of the 2023 TAC Annual General Meeting be approved with changes – carried.

2. Acceptance of the 2022 AGM Minutes

The draft minutes of the November 2, 2022 AGM were posted on the TAC website and were referenced in the Notice of AGM sent to all active members. There was no discussion or requests for changes.

Motion: Moved by Nichole Boulton, seconded by Rick Lovat, that the minutes of the 2022 TAC Annual General Meeting be approved – carried.

3. President's Report

The President remarked on the increased activity over the last year, including Canada winning the bid to host the WTC2026, TAC hosting successful conferences over the consecutive years as well as Chapter and TACym events as well. The TAC EDI taskforce implemented various initiatives through the year and the Communications committee introduced the bilingual newsletter which is shared with members on a bimonthly basis and worked towards expanding TAC's presence on social media. The Canadian Tunnelling magazine was distributed bi-annually and was well received by members. The TAC Tunnelling Database project was initiated and launched referencing completed and upcoming tunnelling projects in Canada. The French version of the TAC History Book which was launched in 2022 was launched in 2023. All these projects could be financed with TAC's war chest of financial resources which have been carefully accumulated and utilized for special projects over the years.

TAC continues to be involved in the ITA including the hosting of the ITA Executive Council meeting at TAC2023 in Toronto, Ontario. ITA has new governance policies and protocols

on which is based the contract for the WTC2026 conference and TAC was involved in negotiating that contract. TAC has been part of the ITA Working Groups and the President requested interested members to put their name forward if they would like to join these Working Groups, details of which are available on the TAC website.

TAC is a member society of the Engineering Institute of Canada (EIC), which is a federation of 14 technical/engineering societies. As a member, TAC can nominate members for EIC awards and honours.

The President introduced each of the Board members once again, as well as the key Redstone staff that members can connect with.

4. 2023 Membership Report and Targets for 2024

Conference report was presented to the membership summarizing accepted papers, sponsorship and exhibit revenue, and number of registered delegates.

As of September 21, 2023, the total TAC membership included 627 individuals and firms, noting a total increase of 106. In 2023, the goal is to increase total membership, with a national approach boosting general membership across all chapters. The objectives of TAC and membership benefits were highlighted. The membership fees for 2024 will remain unchanged.

5. Treasurer's Report

2022 Statements and Auditor's Report

The statements of financial position and operations for 2022 were presented along with comparison information from 2021. The annual audit and CRA filings were completed by Peter Hogg, CPA. TAC engaged a new association management company, Redstone Agency at the beginning of 2022 to handle TAC's administration and operations and changes were made to how revenues and expenses were recognized. Conference revenues and expenses were separated from the rest. There has been a growth in membership fees year over year on the revenue side and management fees on the expenses side. Other expenses include the TAC History Book project (French) and increased association activity through chapters, and the tunnelling magazine.

Motion: Moved by Glenn Mongillo, seconded by Jean Habimana, that the 2022 Financial Statements be approved as presented – carried.

The President informed the membership that TAC's auditor retired and a new auditor had to be appointed in his place. Peter Hogg, CPA was selected after going through several proposals from auditing firms.

Motion: Moved by Andrew Caruana, seconded by Rick Lovat, that Peter Hogg, CPA, be appointed to audit the Tunnelling Association of Canada's 2023 financial statements – carried.

2023 Financial Forecast & 2024 Budget

The Treasurer presented the Financial Forecast for 2023, noting that the Conference revenue will be higher than budgeted, as will the administration services fees, and expenses related to the ITA due to costs associated with bidding for WTC2026. Expenses incurred for the Tunnelling Database were not budgeted for contributing towards a lower surplus. Therefore, the year should close out with a surplus of \$5,356.63, which is higher

than budgeted. The scale of the 2023 conference will impact the 2023 forecast and there will be significant changes to the 2023 actuals from what was budgeted.

For the 2024 Budget, it is currently being presented as a surplus of \$28,632.64 due to a conference being planned in Montreal. Administration expenses will also be higher in 2023. Costs associated with the tunnelling database will reduce on account of it being complete but there will be increased chapter activity. Membership revenue is projected to increase in comparison to the 2023 actuals.

Motion: Moved by Dan Ifrim, seconded by Erik Eberhardt, that the proposed 2024 TAC Budget be approved – carried.

6. 2024 TAC Board of Directors

One officer (Andre Solecki, Secretary) and four directors (Jean Habimana, Director, Quebec & Maritimes Region; Andrew Caruana, Director; Mark Diederichs; Nichole Boulbee) are scheduled to complete their terms on December 31, 2023.

In accordance with the By-laws which state that the Secretary shall be appointed by the Directors, the Board has motioned and approved the appointment of Andre Solecki to a new 3-year term.

Stephanie Robillard and Boro Lukajic tendered their resignations to the Board. Both Stephanie Robillard and Boro Lukajic were thanked for their contributions.

TAC issued a call for Board of Director interest to the members with the respondent's information passed on to the Nominating Committee, chaired by the immediate Past President. The final nominee slate is prepared by the Nominating Committee and then approved by the Board of Directors.

The recommended slate of Directors to fill the open positions included:

Jean Habimana – Director, Quebec & Maritimes Region

Andrew Caruana – Director

Mark Diederichs – Director

Dani Delaloye – Director

Nichole Boulbee – Director, British Columbia Region (1 year)

Walter Milani – Director (2 years)

Motion: Moved by Andre Rancourt, seconded by Bruce Downing, that the Tunnelling Association of Canada Officers and Directors for 2024 be approved – carried.

7. Regional Reports

The VP West presented a brief report on current, upcoming and possible future tunnelling projects across Alberta, BC, Manitoba and the Prairies.

The VP East presented a detailed report on the various projects across Ontario and Quebec, both in progress and planned.

8. Young Members Report

TAC student membership reported 30 members with 5 new members from Quebec, and 97 young members identified as being registered for the conference. Social media followings have grown, and the goal for the upcoming year is to coordinate the social

media outreach with the Communications Task force and Redstone to increase activity and engagement.

TACym has consistently offered Tunnelling 101 webinars to students and young members on various topics of interest to the young professionals in the tunnelling industry and saw great participation.

The report detailed site visits in both BC and Quebec, which were positively received. The composition was highlighted, including noting the vacancies for committee sub-chair.

9. Scholarship Committee Update

A summary of the two scholarships offered by TAC was covered. The target deadlines for the submission of scholarship applications was changed to align with the school calendar year and attract more applications. Leila Sunderani assumed the Chair position of the TAC Scholarship Committee and Mohammed Al-Bataineh joined the Committee as a member while Stephanie Robillard stepped down.

10. Communications Committee Update

A report of the Committee's initiatives was presented including the TAC Bilingual newsletter, and expansion of the tunnelling community on the various social media platforms like Linked In, Instagram and Facebook, highlighting the increased following and popularity for TAC among the tunnelling community.

11. Canadian Tunnelling Magazine Update

After the magazine was well received in 2022, TAC signed a MoU for 2023 for two issues annually. Updates from the topics covered in 2023 and upcoming offerings for 2024 were presented. Digital copy of the magazine is made available to TAC members on the TAC website. In 2024, Corporate members of TAC will be highlighted in the magazine through the Corporate Sponsor member directory and more advertizing opportunities will also be made available.

12. Tunnel Database Project Update

A timeline of the Tunnelling Database Dashboard Project was presented with the completed parts of the project in 2023 and updates planned for 2024. The database will be launched to become live on September 25, 2023. The database will be transitioned to TAC in 2024 for updates and maintenance.

13. EDI Taskforce Update

Composition of the Taskforce was presented with the mission, successes and current and future initiatives over the year since the Taskforce was launched in 2022. Collaboration and coordination with other tunnelling associations across the world has been undertaken to understand and adopt best practices along with representation on the ITA EDI Special Committee to influence the path forward.

EDI Moment Library was launched on the TAC website to share relevant resources with the membership and communications through social media have also continued with presentations for members at chapter events. An EDI survey will be launched after the TAC2023 conference to collect and assess data for change over time on various EDI related parameters. As part of the future initiatives, there is a plan for a mentorship program in partnership with the TACym group.

14. WTC 2026 Update

An update on the planning for WTC2026 was presented, including the composition of the Organizing Committee, venue, theme and draft program.

15. Other Business

No other business was raised.

16. Adjournment

The President called for a motion to adjourn the meeting at 5:10 pm EDT.

Motion: Moved by Mark Diederichs, seconded by Nichole Boulton, that the 2023 Tunnelling Association of Canada Annual General Meeting be adjourned – carried.