
Association of Science and Engineering Technology Professionals of Alberta (ASET) Annual General Meeting Minutes

Date: Saturday, April 26, 2025
Location: The Westin Hotel
Manitoba/Saskatchewan Room
10135 100 St NW, Edmonton, AB
Time: 10:00 AM to 12:00 PM

Attendees:

Council

- Susan Chesa, C.E.T., PMP, MTM, President
- Terry Mueller, P.Tech. (Eng.), P.L.Eng., IWT, 1st Vice President
- Ken Williams, C.E.T., 2nd Vice President
- Emilee Kaupp, C.E.T., Past President
- Don Wilson, C.E.T, MBA, DBA, MIEEE, Councillor
- Raf Tenderenda, P.L. (Eng.), P. Tech., (Eng.) PMP, MBA, Councillor
- Kevin Harrison, P.Tech. (Eng.), P.L.(Eng.), C.T.I., Councillor
- Ryley Proznik, P.Tech. (Eng.), Councillor
- Nikita Arora, C.E.T., BTech., EDDT, PMP Councillor
- Senia McPherson, C.E.T., Councillor
- Rick McDonald, CMC, (NP), Public Member
- Laurie Hodge, CAE, Public Member

Regrets

- Wilfred Kangong, Public Member

Guests

- ASET Council Nominees
- ASET Past Presidents
- OACETT Guests
- CTTAM Guest

Staff

- Damon Mayes, Chief Executive Officer
- Audrey Inkpen, Manager, Executive Office
- Melanie Leaf, Registrar and Director, Registration and Practice
- Nicole Miller, Director, Finance and Administration
- Nick Diduck, Sr. Director, Programs and Services
- Allan Tesorio, Sr. Manager of Communications
- Kristina Vyskocil, Education & Member Services Specialist
- Alison Carter, Manager, Events
- Danya Chmelyk, Manager, Programs & Events
- Sergio Serrano, Graphic Design Manager
- Shaz Haque, Manager, Corporate Relations

Ms. Chesa, President, welcomed everyone to the 2025 ASET Annual General meeting, recognizing guests and past presidents.

Ms. Chesa introduced Ms. Deborah Howes LLB, ACCI, FCCI, CTAU, C.Arb., C.Med., acting parliamentarian to the 2025 AGM. Ms. Howes reviewed the Rules of Order, How Meetings Motions and Votes will Occur and Decorum in Debate contained in Roberts Rules of Order governing Annual General Meetings.

1. CALL TO ORDER & RELATED BUSINESS

Ms. Chesa, President, called the meeting to order at 10:07am, announced quorum is established and explained the electronic voting process.

1.1. President Opening Remarks

Ms. Chesa welcomed members to the 2025 Annual General Meeting.

1.2. Greetings from Colleague Associations

Ms. Chesa welcomed guests from Colleague Associations, to share a few words.

- Micheal Mooney, C.E.T., ASCT (B.C.), President OACETT
- Robert Okabe, C.E.T., FEC(Hon.), IntET(Canada), CEO & Registrar

1.3. Approval of Agenda

Ms. Chesa called for a motion to approve the 2025 AGM Agenda.

It was moved and seconded **THAT THE AGENDA FOR THE APRIL 26, 2025, ANNUAL GENERAL MEETING BE APPROVED.**

The motion passed.

1.4. Approval of Minutes

Ms. Chesa called for a motion to approve the 2024 AGM Minutes. It was noted that Ryley Proznik's last name was spelt incorrectly, and typos were noted.

It was moved and seconded **THAT THE MINUTES OF 2024 BE APPROVED WITH THE NOTED AMENDMENTS.**

The motion passed.

1.5. In Memoriam

A moment of silence was observed to acknowledge recently departed members.

2. REPORTING

2.1. Auditors Report

Ms. Chesa introduced L. Pfeiffer, Partner, of RSM to present the Auditor's Report, which is found in the Annual Report.

L. Pfeiffer reviewed the Independent Auditors Report highlighting key items, noting the accompanying financial statements presently fairly in all material respect as of December 31, 2024. L. Pfeiffer noted that ASET has a strong asset position, and good liquidity and is satisfied that the information in the financial statements comply with the accounting standards. There were no questions.

It was moved and seconded **THAT THE 2024 AUDIT REPORT BE ACCEPTED AS INFORMATION.**

The motion passed.

2.2. Appointment of Auditor

Ms. Chesa called for a motion to appoint RSM as the 2025 Auditors.

It was moved and seconded **THAT RSM CANADA LLP BE APPOINTED AS THE AUDITOR FOR 2025.**

The motion passed.

2.3. Public Member's Report

Ms. Chesa introduced Mr. McDonald, Public Member, who provided the Public Member's Report.

Mr. McDonald welcomed everyone to the AGM, reviewed the role of the Public Member on Council and provided an update. The Public Member's report is included in the Annual Report.

It was moved and seconded **THAT THE PUBLIC MEMBER'S REPORT FOR 2024 BE RECEIVED AS INFORMATION.**

The motion passed.

2.4. ASET Educational and Scholarship Foundation Report

Ms. Chesa introduced Mr. Klimchuk, Executive Director & Chair of the Board of Directors of the ASET Educational and Scholarship Foundation, who provided the ASET Foundation Report, which is found in the Annual Report.

Ms. Chesa called for a motion to receive the ASET Educational and Scholarship Foundation report as information.

It was moved and seconded **THAT THE ASET EDUCATIONAL AND SCHOLARSHIP FOUNDATION REPORT FOR 2024 BE RECEIVED AS INFORMATION.**

The motion passed.

2.5. TAC Report

Ms. Chesa called for a motion to receive the 2024 TAC report as information.

It was moved and seconded **THAT THE TECHNOLOGY ACCREDITATION CANADA (TAC) REPORT FOR 2024 BE RECEIVED AS INFORMATION.**

The motion passed.

2.6. ASET 2024 Annual Report

Ms. Chesa called for a motion that the 2024 Annual Report be received as information.

It was moved and seconded **THAT THE 2024 ANNUAL REPORT BE RECEIVED AS INFORMATION.**

The motion passed.

3. ELECTION

3.1. Announcement of Election Results

Ms. Chesa called upon Mr. Mayes, CEO to announce the ASET election results.

Mr. Mayes confirmed there were 1144 votes for the 2025 election with 0 (zero) spoiled ballots. Mr. Mayes thanked the nomination committee for their time and commitment and to the nominees for letting their names stand for election.

Mr. Mayes proceeded to read into the record the letter from legal counsel, Shores Jardine LLP, who supervised the election, which included the election results. The letter from Shores Jardine verified the presence of two staff members of ASET to conduct the ballot count under the supervision of the Returning officer as per the ASET Bylaws. The letter from Shores Jardine, LLP is attached to the minutes.

The results of the vote were as follows:

- President – Terry Mueller, P. Tech. (Eng.), P.L.Eng., IWT, elected by acclamation
- 1st Vice President – Kenneth Williams, Arch. Dipl., C.E.T., elected by acclamation
- 2nd Vice President – Senia McPherson, C.E.T
- Councillor – Emilee Kaupp, C.E.T.
- Councillor – Kevin Whelan, C.E.T., PMP, CACE
- Councillor – Cassandra Yousph, C.E.T.
- Councillor – Lloyd Linkiewich, PMP, R.E.T. (one year term)

Mr. Mayes congratulated those elected.

3.2. Objection to poll and destruction of ballot recorded.

Ms. Chesa called for a motion to approve the destruction of the 2025 ballot record.

It was moved and seconded **THAT THE 2025 BALLOT RECORD BE DESTROYED.**

The motion passed.

3.3. Oath of President

Mr. Mayes called Mr. Mueller to the podium to recite the Oath of the President.

3.4. Oath of Council

Mr. Mayes asked all members of the 2025-26 ASET Council to the stage to recite the ASET Council Oath of Office.



4. ADDRESS BY PRESIDENT MUELLER

5. ADJOURNMENT

Being there were no additional business matters to attend to other than the agenda items, Ms. Chesa declared the meeting adjourned at 11:30.

Prepared by: Audrey Inkpen

Date: April 26, 2025

Chair signature:

Date:

Approved: _____ As circulated

_____ As amended



SHORES JARDINE LLP

April 24, 2025

DELIVERED VIA EMAIL

The Association of Science and Engineering Technology
Professionals of Alberta (ASET)
Suite 1600, 9888 Jasper Avenue
Edmonton, AB T5J 5C6

Attention: **Damon Mayes, CEO**

Dear Sir:

Re: ASET Council Elections
Our File: 1903-11401

This letter is to verify that I was present and supervised the ballot count of the election of the Council of ASET on April 23, 2025, as Chief Returning Officer.

Also in attendance to the ballot count of the election of the Council of ASET on April 23, 2025 were:

- Eva Agliam, Accounting Assistant
- Melanie Leaf, Registrar and Director of Practice

I have reviewed the election information including but not limited to: ballots; advertisements of the vote; email notifications to members; email reminders to vote; and the eligible voter list.

I am satisfied that the voting was conducted in accordance with the Bylaws of ASET.

The results of the vote were as follows:

President: Terry Mueller, P.Tech.(Eng.), P.L.Eng., IWT,
elected by acclamation.

1st Vice President: Kenneth Williams, Arch. Dipl., C.E.T., *elected by acclamation.*

2nd Vice President: Senia McPherson, C.E.T.

Councillors: Emilee Kaupp, C.E.T.
Kevin Whelan, C.E.T., PMP, CACE
Cassandra Yousph, C.E.T.
Lloyd Linkiewich, PMP, R.E.T. (one-year term)

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SHORES JARDINE LLP

Thank you for allowing me to be of service to your organization.

Yours truly,

SHORES JARDINE LLP

Per:

KATHLEEN NIELSEN

Associate

kathleen.nielsen@shoresjardine.com

780.448.9275

cc: Allan Tesorio and Audrey Inkpen via email

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B A R R I S T E R S & S O L I C I T O R S