



OFFICIAL NOTICE OF ANNUAL GENERAL MEETING

Community Capacity Building Initiative (CCBI)
Non-profit Social Enterprise

Date of Issue: October 25, 2025

Issued by: Jack Aude Pichette

MEETING DETAILS

Date: Tuesday, November 11, 2025

Time: 6:00 PM - 8:00 PM

Format: Hybrid (in-person and online)

In-Person Location:

1988, Rue Sainte-Catherine Est #201
Montréal, Quebec H2K 2H7

Accessibility:

- Wheelchair accessible with elevator
- Gender-neutral bathrooms available
- French/English interpretation provided
- Vegan catering by Coco Yam

Online Participation: Will be sent by email

VOTING ELIGIBILITY

To be eligible to vote, you must:

1. Have been in active relationship with CCBI since August 1, 2024
2. Register as an active member at latest November 2, 2025
3. Be present at the AGM (in-person or online)

Active relationships include:

- Client
- Collaborator or partner
- Activity or program participant
- Employee or contract worker
- Volunteer or intern

Active membership registration:

Link: <https://lnkd.in/eEHpV4NM>

Deadline: November 2, 2025

AGENDA

The complete agenda is attached to this notice. Main items include:

1. Welcome and land acknowledgment
2. Approval of agenda
3. Approval of 2024 AGM minutes
4. Year in review and planning
5. Financial report
6. Policy updates
 - Intersectional framework
 - Bylaws
7. Election of board members
8. Other business
9. Adjournment

Extraordinary board meeting

Immediately following AGM (board members only)

BOARD ELECTIONS

Available positions:

- 3-5 regular board seats
- 1 CPA advisory seat (non-voting)

Nominations:

Nominations are open until November 7, 2025, 5:00 PM

To submit a nomination: <https://forms.gle/UScJaWDou9MhNUnaA>

AVAILABLE DOCUMENTS

The following documents will be available on November 7, 2025:

- 2024 AGM minutes
- Annual report
- Financial statements
- Budget
- Bylaw revisions

How to access documents:

Documents will be emailed to all registered members and will be available on our website:
<https://ccbi.ca/agm-2025>

REGISTRATION REQUIRED

Please register by November 7, 2025

To register:

1. Complete your active membership
2. Register for the AGM
3. Indicate your participation mode (in-person/online)
4. Nominate a board candidate!

Registration link: <https://lnkd.in/eEHpV4NM>

Board nomination link: <https://forms.gle/UScJaWDou9MhNUnaA>

ACCOMMODATIONS

If you require special accommodations (accessibility, dietary restrictions, transportation, etc.), please contact us before November 3, 2025.

Contact: info@ccbi.ca

QUORUM

In accordance with our bylaws, quorum is established when more than 50% of present members vote in favor.

PROXIES

Proxy voting is not permitted. Members must be present (in-person or online) to vote.

RECORDING

The meeting will be recorded for minute-taking purposes. Individual votes will remain confidential.

QUESTIONS

For any questions regarding the AGM:

Community Capacity Building Initiative

1988, Rue Sainte-Catherine Est #201

Montréal, Quebec H2K 2H7

Website: ccbi.ca

Email: info@ccbi.ca

We look forward to seeing you on November 11th!

For the CCBI Board of Directors

Jack Aude Pichette

Board Member; General Administrator

Date: October 27, 2025