



ICF TORONTO ANNUAL MEMBER MEETING
September 18, 2025, 12:00 p.m. EST
Virtual via Zoom

Call to order

The President of ICF Toronto Chartered Chapter, Abirambika Ravivarman, welcomed Members and introduced Treasurer, Isabelle Saleh and Secretary, Denise Prindiville, who read the Land Acknowledgement in English and French. The Secretary was then asked to confirm quorum.

The Secretary confirmed that 10% of 1318 members or 100, would form quorum. A total of 114 members voted by online proxy prior to the meeting; 32 voted virtually at the meeting, for a total of 146 voting members. As such, the Secretary confirmed the meeting could proceed.

The Secretary called the Annual Meeting for the 2024-2025 fiscal year and March 31st 2025 to order at 12:09 p.m.

The Secretary announced that if you are a member who already voted by proxy, please do not vote again on the motions presented at this meeting. ICF Toronto chapter members only are allowed to vote.

AM Minutes

MOTION 1: "To approve the ICF Toronto Charter Chapter's January 30, 2025, Annual Meeting minutes as circulated"

Moved by: Nicci Stein; seconded by Hiba Raychouni

Call for questions; none.

Show of hands in favour, no, abstain; majority in favour; Motion carried.

The President thanked all the Board members, especially Alicia Saint, past-president for all her leadership and efforts.

President's Update

- Abi discussed the following:
 - New President and Board
 - New Strategic Focus
 - New Fiscal Term
 - New Association Management Team
 - New Members & Partners
 - Strategic Priority #1 - Build and Nurture a Thriving Membership
 - Strategic Priority #2 -Advance Member Accreditation and Build Future Ready Coaching and Business Practices
 - Strategic Priority #3 - Advocate Awareness of Coaching Profession and Promote Local ICF Toronto Coaches
 - Shared Services
- Note** – refer to appended presentation for more information on Strategic Trajectory, Director Portfolios and Priorities.
- Key Milestones since February 2025 were reviewed and discussed:

- Strategic Trajectory – New strategic trajectories were established, and a new Board framework was introduced.
- Strong Governance – revamped by-laws to align with Ontario Not-for-Profit Corporations Act (ONCA) and ICF Global fiscal year; Enhanced governance practices for transparency and accountability; Strengthened the board’s capacity to guide the chapter effectively.
- EDI Survey - Completed the EDI membership survey launched last year with Western University; Results are being prepared and will be shared with members once available to guide future inclusion efforts.
- Financial Year Alignment - Aligned fiscal year with ICF Global standards to ensure clarity and consistency in financial reporting.
- Association Management Transition - Successfully led an Association Management Team Transition, following retirement of the previous team; Secured the right partners to ensure continuity, growth, and long-term sustainability for the chapter.
- Programming & Learning - Launching Communities of Practices in key areas - to address members’ specialized learning needs; Directors are developing innovative programs that will roll out this year to deepen engagement, foster professional growth, and strengthen connections within the chapter.
- Outreach & Partnerships - Hosted ICW Week outreach, pairing 93 coaches with clients for one-on-one coaching, 10 learning sessions featuring members; Partnered with I4PL to showcase coaching to 120+ participants and continue support to Times Change Employment Agency; Actively building additional partnerships to expand chapter impact, continuing our partnership with ACMP.
- The ICF Toronto Chapter Mission and how it aligns with ICF Global was discussed:
 - ICF Global Vision:
 - A world where coaching is integral to transforming societies
 - Toronto Chapter Mission:
 - We broaden reach and deepen impact of professional coaching in our local, diverse communities
- Coaching Credentials were reviewed on screen:
 - Last year (2023/24) credential percentages of total: 939 Credentialed Members
 - Total credentialed coaches = 882
 - ACCs: total 467 / 53%
 - PCCs: total 384 / 44%
 - MCCs: total 31 / 4%
 - Last year credentials: 155: improvement to 2024 in credential rate – 9%.
- Strategic Priority #1 - Build and Nurture a Thriving Membership
 - Member Experience Directors Yeugenia Kazantseva & Nathalie Ostiguy. Yeugenia presented their portfolios and Priority initiatives.
- Strategic Priority #2 -Advance Member Accreditation and Build Future Ready Coaching and Business Practices - Member Development Directors, Hiba Raychouni, Komal Smriti, Suzanne Jones presented their portfolios and Priority initiatives
- Strategic Priority #3 - Advocate Awareness of Coaching Profession and Promote Local ICF Toronto Coaches. Outreach & Advocacy Directors Leo Liu, Amy Au, presented their portfolios and Priority initiatives and on behalf of Kelly Tremblay.
- Shared Services Directors Isabelle Saleh, CPA, Denise Prindiville presented their portfolios and Priority initiatives and on behalf of Andy Martiniello.

Note – refer to appended presentation for more information on director portfolios and priorities.

President's Report:

MOTION 2: " To approve the President's Report as presented."

Moved by: Yeugenia Kazantseva Seconded by Alicia Saint

Call for questions; none.

Show of hands in favour, no, abstain; majority in favour; Motion carried

Financial Report

The Treasurer, Isabelle Saleh, reported on the Revenues & Expenses for the Year ended February 2025 and March 2025. It was noted that the Financial year changed to March to be aligned with ICF Global and give members a report on finances within six months of the Year end. The Activity fees (GTA Supporter Fees/\$100 a year) are down and this needs to be addressed. The Treasurer advised that the ICF Global Rebates are up and thanked Members for their support. Attention was drawn to the Professional fees March 2025 for the Auditors' review and the EDI Survey, in conjunction with University of Western Ontario and planned a few years ago. Key Takeaways:

- Finances are overall stable due to balanced spending
- Cost of doing business has increased significantly in the past few years
- Update required for activity fee structure
- Goal is to have cost-neutral in-person events.

MOTION 3: "To approve the Financial Statements and Auditor's Report, as prepared for the 12-month period ending on Feb 28, 2025, and separately for the month of March 2025, in accordance with moving the chapter's fiscal year end to March 31st."

Moved by: Angie Stillitano; seconded by Komal Smriti

Call for questions; none.

Show of hands in favour, no, abstain; majority in favour; Motion carried.

MOTION 4: " To re-appoint DBK Accounting as the financial auditor for FY2026 (April 01, 2025 – March 31, 2026)."

Moved by: Isabelle Saleh; seconded by Amy Au

Call for questions; none.

Show of hands in favour, no, abstain; majority in favour; Motion carried.

Governing Business:

The secretary noted 2025 Adjustments, including the Change in fiscal year approved by ICF Global and CRA after last Annual Meeting. There is and ICF Global requirement to review bylaws annually and ratify by December each year. The new bylaws align with the new annual period.

MOTION 5: "To adopt the 7th edition (ratification – June 2025) chapter by- laws for FY2026."

Moved by: Denise Prindiville; seconded by Milinda Alexander

Call for questions; A question arose to clarify if there were any changes to the bylaws. It was noted there were no changes and this is a process required by ICF Global annually, to review and approve bylaws.

Show of hands in favour, no, abstain; majority in favour; Motion carried.

Board of Directors Slate

The following slate of ICF Toronto Board of Directors were appointed by members on January 30, 2025, for terms aligned with a fiscal calendar ending on February 28. Given ICF Toronto Charter Chapter later, in Spring 2025, received approval by both International Coaching Federation (ICF) Global headquarters and Canada Revenue Agency (CRA) to adjust the chapter's fiscal year by one month, the terms will be extended accordingly.

Each Board Director's biography is found online: Chapter Leadership – ICF Toronto

- Chair & President Abirambika Ravivarman
- Director & Treasurer Isabelle Saleh
- Director & Secretary Denise Prindiville
- Director Amy Au
- Director Suzanne B. Jones
- Director Yeugenia Kazantseva
- Director Leo Liu
- Director Andy Martiniello
- Director Nathalie Ostiguy
- Director Hiba Raychouni
- Director Komal Smriti
- Director Kelly Tremblay

MOTION 6: “To re-appoint the slate of Directors to the ICF Toronto Board of Directors for FY2026”

Moved by: Charmaine Moules; seconded by Komal Smriti

Call for questions; none.

Show of hands in favour, no, abstain; majority in favour; Motion carried

The Members were invited to join four breakout rooms with the various Directors to discuss portfolios and Mandates for five minutes. Upon their return, the President thanked all the Board members, the membership, our volunteers, our guest speakers and all who contribute to the chapter.

Adjournment

The AMM was adjourned at 1:02 p.m.

Scrutineer: Emma Roberts, ICF Toronto Chapter Office

Secretary: Denise Prindiville