



MEMO

TO: CAPCJ Executive, Directors and Committee Chairs

FROM: Judge Wynne Anne Trahey (CAPCJ Secretary)

SUBJECT: **C.A.P.C.J. Spring Board Meeting**
April 21 (pm) to April 23, 2023
Delta Hotel (Marriott)
475 President-Kennedy Avenue,
Montreal, QC, H3A 1J7

The 2023 C.A.P.C.J. Spring Board Meeting will take place as follows:

- 1) Friday, April 21, 2023 – Informal welcome reception in the evening. The exact time will be confirmed;
- 2) Saturday, April 22, 2023, at 9:00 a.m. EDT (Montreal time) - full Board meeting including Committee Chairs;

Breakfast will be provided;
There will be a health break at approximately 10:45 a.m.;
Lunch will be served.

- 3) The Directors' Forum will take place on Saturday, April 22, 2023, following the full Board meeting. The specific time will be determined by the Directors. In the ordinary course, Judge Phyllis Harris (NL - CAPCJ 2023) will chair the Directors' Forum and Judge Michelle Marquette (SK – CAPCJ 2024) will act as secretary.
- 4) Sunday, April 23, 2023, at 9:00 a.m. EDT (Montreal) time -- full Board meeting including Committee Chairs.
Breakfast will be provided;
There will be a health break at approximately 10:45 a.m.;
The meeting is expected to conclude by noon.

Please confirm your in-person attendance by return email. You are encouraged to make your hotel reservation as soon as possible. The link will be provided in a separate email. The current cut-off date for room bookings is **Tuesday, March 21, 2022**. You must provide a credit card number to secure your room booking. If you have a Bonvoy number, make sure to have it at hand.

The agenda will be forwarded to you a few weeks prior to the meeting. Please let me know if there is anything you wish to have added to the agenda. **If any committee wishes to put forward a motion, please provide a written version of the motion to the table officer responsible for your committee.**

I would kindly ask you to forward your written reports, in both English and French, via email **by Monday, April 3, 2023 at the latest**. I would also ask that you distribute your reports directly to the members of the Board and to the Committee Chairs.

Please note that on Saturday evening, April 22, 2023, President Zivolak will host a dinner at a local restaurant. Further details will follow. Please let me know by **Friday, April 7, 2023**, if you will attend the dinner and if you will attend alone or will be accompanied by a guest. CAPCJ will cover the cost of dinner for the CAPCJ member.

In summary:

1. 2023 Spring Board Meeting by return email
2. Do not forget to confirm your hotel room reservation as soon as possible.
3. Your report in both English and French should be distributed to members of the Board and the Committee Chairs via email by Monday, April 3, 2023 at the latest.
4. Please confirm your attendance at the Saturday evening dinner by April 7, 2023.

We look forward to seeing you in Montreal!