



**MEMO**

TO: CAPCJ Executive, Directors and Committee Chairs

FROM: Judge Wynne Anne Trahey (CAPCJ Secretary)

DATE: March 17, 2023

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 at 8:00 a.m.;  
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 at 8:00 a.m.;  
There will be a health break at approximately 10:45 a.m.;  
The meeting is expected to conclude by noon.

**If you have not already done so, please confirm your in-person attendance by return email.** You are encouraged to make your hotel reservation as soon as possible. I will re-send the link in a separate email. The current cut-off date for room bookings is **Tuesday, March 21, 2023**. 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.**

If you have not already done so, please 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 La Medusa (Italian Restaurant) 1218 Drummond St., Montréal (1.2 km from the Delta Hotel: 16 minutes walking distance) for Board members and Committee Chairs. The restaurant will prepare a group menu which will include: Pizza, Antipasto, Pasta, Choice of Chicken or Fish or Veal, dessert, coffee. Maximum capacity is 40 persons. If you have not already done so, 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, if you have not already done so:

1. Confirm your attendance at the 2023 Spring Board Meeting by return email;
2. Confirm your hotel room reservation by Tuesday, March 21, 2023;
3. Distribute your report in both English and French to members of the Board and the Committee Chairs via email by Monday, April 3, 2023 at the latest;
4. Confirm your attendance at the Saturday evening dinner by April 7, 2023.

We look forward to seeing you in Montreal!