



AAC Special Meeting of the Board – Website Status Meeting Minutes

Monday August 30, 2021
4:00 pm (EST)

Teleconference Number: 1.888.289.4573
Access code: 3187305
Moderator Code (for Chair): 4493893

Facilitator: Todd Hall

Attendees: Kathy Pritchard, Sunil Phool, Doreen VonGradulewski, Peter Beukema, Sue Keane, Brenda MacDonald, Susan Girt, Bram Ashwell, Shirley Neault, Renee Morais, Jamie Davis

Projected Time 60 min

No.	Item	Documentation / Items for Discussion
1	Points of Order	<p>Todd Reviewed the following points of order:</p> <p>Determine minute taker</p> <p>Discussion of the need to stay to schedule</p> <p>Direction that discussion is to be limited to those issues that are essential to the launch of website</p> <p>Direction that any member who has not had time to consider the requested changes to governance and therefore wishes to abstain from a vote may do so. If the number of persons abstaining takes us below quorum then the results are not binding.</p> <p>Note: Technical difficulties resulted in a ½ hour delay in starting the meeting. Everyone except Brenda was able to accommodate the delay – quorum was not lost.</p>
2	Review of Agenda	<p>Draft Agenda for August 30, 2021</p> <p>An additional item was added to the agenda – discussion of training and granting full access/admin rights to a minimum of two additional board members.</p>



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3	Familiarization Tour of Website	<p>Kathy Pritchard led the group on a tour of website pages, and discussed the status. The board requested that the link to the website be sent to all for individuals to tour the site at their convenience.</p> <p>Action: Kathy to send link</p> <p>Action: Board members to send any and all issues/questions to Kathy (copy all) by September 3rd, 2021</p>
4	Discussion of Specific Issues requiring Board Approval	<p>Board approval was sought by Kathy for the following:</p> <p>Strategic Plan vs. Website Objective Alignment</p> <p>Mission/Vision/Values proposed revision</p> <p>Board of Director/Officers listing</p> <p>Code of Ethics</p> <p>Changes the financial service provider from Moneris to Affinipay</p> <p>As these documents and the associated request were not provided to the board in advance of the meeting it was decided to delay the request for approval.</p> <p>It was discussed that the requested changes to governance are not essential to the website launch and could wait until the governance overhaul which is one of Duncan's initiatives. Kathy cautioned that while this is true, it would involve a future update with the associated time commitment.</p> <p>Action: Kathy to send a table of the requested changes along with the before and after documents to the board members no later than August 31, 2021.</p> <p>Action: Board members to indicate their approval or rejection of the requested changes on or before September 3 2021.</p>
3	Outstanding Issues Essential for Launch	<p>Kathy identified the following issues as required pre launch</p>



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		<p>The About Page has to be populated</p> <p>The Conference page requires additional detail</p> <p>Work is required on the Members portal</p> <p>An additional trial of the financial calculations (including taxes by province) is required</p> <p>Finalising the photo licensing to ensure that we have permission to use photos is required – action Sunil and Kathy</p> <p>Hiding key pages like the QHS Policy</p> <p>The public facing pages (including such things as membership renewal, webinar advertising, conference information, and associated registrations etc.) will be ready, future improvements can be hidden on launch</p>
4	Path Forward Launch Date	<p>Kathy led the discussion on how the old website will be shutdown and traffic directed to the new website.</p> <p>A decision needs to be made on the financial support provider e.g. moving from Moneris to Affinipay. Currently AAC pays Moneris \$95/month whereas Affinipay service is free. Further, Kathy reports that Affinipay is a commonly used provider among Wild Apricot users. There was discussion about the potential member recognition of brand with Moneris and Paypal being known and trusted and Affinipay be unknown.</p> <p>Action: Board members are to indicate their preference to either stay with a known service provider or move to Affinipay by September 3 2021.</p> <p>Kathy affirms that the new website will be launched on or before September 10, 2021 assuming no major issues arise.</p> <p>Discussion of selection of the photo/image service provider was raised by Todd. This has to be determined if not for the launch then for the programmes such as webinars and training packages. Sunil asked whether he had outstanding actions re ensuring that the provider gallery has sufficient inclusion and diversity amongst the photos. Kathy and Sunil are to discuss this offline.</p>



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5	Training and Authorization of Additional Board Members	<p>Re the need to create additional depth of coverage by training two additional board members immediately. Kathy reports that both Troy and Duncan have full access rights along with passwords and experience posting. Further she reports that Wild Apricot has online help.</p> <p>The secretary will serve as the gatekeeper for document uploads thereby ensuring that the process is consistent and the naming protocol is adhered to.</p> <p>The Consultant will be providing training along with a procedure/manual</p>
6	Discussion re Remaining Consultant Deliverables	<p>Kathy indicated that consultant has yet to produce the used procedure/manual; assist with the transition of the website; provide training.</p> <p>Action: Kathy to determine dates for the about deliverables and communicate same to the board.</p>
8	Adjournment	<p>5:30 EST Moved by Shirley</p> <p>Seconded by Susan Girt</p>

Minutes Prepared by Todd Hall