

AAC Board of Directors Meeting

Monday, September 27, 2021
1:00 pm Eastern Time

Facilitator: Todd Hall

Chair: Duncan Hawkins

Attendees: Nicholas Addo, Bram Ashwell, Peter Beukema, Rebecca Cameron, Jamie Davis, Robyn Frizzell, Susan Girt, Duncan Hawkins, Troy Herring, Brenda MacDonald, Shirley Neault, Doreen von Gradulewski, Renee Morais

Regrets: Michael Herald, Sue Keane, Rosalie Martin, Kathy Prichard, Sunil Phool,

No.	Item	Details of Discussion
1	Approval of the Agenda	<p>Motion: To accept the agenda as written with the changes.</p> <p>Move the treasurers report down.</p> <p>Moved: Robyn Seconded: Jamie</p> <p>Opposed None, Abstaining None</p> <p>Motion carried</p>
2	Declaration of Conflict of Interest	None declared
3	Approval of the Previous Minutes	<p>Motion to approve draft minutes from July 26, 2021 as written.</p> <p>Action Item: Under Reports from committee- AGM for AASP- Spell out the acronym.</p> <p>Moved: Robyn Seconded: Shirley</p> <p>Opposed None, Abstaining None</p> <p>Motion Carried</p> <p>Motion to approve draft minutes from August 30, 2021 as written.</p> <p>Moved: Duncan Seconded: Susan</p> <p>Opposed None, Abstaining None</p>

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Financial Update

Treasurers Report and Projections- August

1) Cash

Bank balance on September 10, 2021 \$80, 397.54

Deposits \$668.76

Cheques and debits \$4, 474.85

Closing balance September 10, 2021 \$76, 591.45

Adjusted balance \$49, 674.24

2) Discussed details of Accounts Payable Listing/Cheque Listing Detail –
Cheques written and not cleared

3) Accounts Receivable Listing – Income not received, not deposited

4) Membership Count, as of September 10, 2021*

Current Membership count = 103

Memberships expiring December 31, 2021 = 103

Members expiring December 31, 2020= 12

Projections- **-\$6, 337.44**

Motion: to approve the August 2021 Treasurers report as presented.

Moved: Doreen Seconded: Peter

Opposed None, Abstaining

Motion carried

**Motion: to approve Shupe & Company to Monthly bookkeeping invoices to
the autopay list**

Moved: Doreen Seconded: Rebecca

Opposed None, Abstaining

Motion carried

Fee Schedule

Fees should stay the same, but we should look to increase them next year once
the website is capable of the changes. This fits with many of the direction's
municipalities have taken.

Motion: to not increase fees for the 2022 fee schedule for the budget.

Moved: Brenda Seconded: Peter

Opposed None, Abstaining

No.	Item	Details of Discussion
		<p>Motion carried</p> <p>Conference Budget</p> <p>Should be looked at and revised as the previous conference budget was developed for the 2019 Conference. We do have a conference committee, but we need to set a time to look at the budget, and see if there are items that need to be revised. Sue and Peter agree to meet with Todd.</p> <p>Action Item: Sue, Peter, Duncan and Todd will meet to discuss the previous Conference Budget and get a draft out to the Management Committee prior to the November Management Committee Meeting.</p> <p>Action Item: Todd to schedule a meeting within the next two weeks to ensure the group meets to discuss.</p>
5	Strategic Direction	<p>Strategic Planning Committee</p> <p>Todd has had interest from Nicolas and Brenda to start planning a meeting and get the committee rolling again. Peter has also offered to join in.</p> <p>Currently no Terms of Reference.</p> <p>Action Item: the SPC must have a TOR ready to present to the next board meeting scheduled in November.</p> <p>Action Item: Todd to schedule a meeting within the next two weeks to ensure the SPC gets acting.</p>

**Reports from
Committee**

Management Committee:

No Updates

WOSHA:

No Updates. Should have an update by the next meeting.

Conference Committee:

The substance of the conference, must be on the website no later than December 2021.

Still require a chairman for this conference.

This committee works to a handbook and does not have a TOR. Governance and guidance usually come from the handbooks.

Action Item: The handbook needs to be updated with new guidelines from the previous conference.

Action Item: Brenda to create a basic, overarching TOR for the Conference Committee.

IT/Website Working Group:

We do not have a specific launch date. As the final board member did not get access until today, the 48 hours requested restarts.

If anyone has any thoughts that needs to be relayed to Kathy and please CC Duncan.

It looks as if the old website has been taken down and the new one is still not live.

This needs to be fixed very quickly, as there are accountabilities associated with our website being active.

There is no access to committee or board documents.

Action Item: Kathy to either reactivate the old website while we wait for finalizing thoughts from the board members, or to activate the current website as soon as possible.

Action Item: Duncan to find out from Kathy if there is an issue for member to agree to the terms and conditions before accepting from corporate emails.

There is access to key members, but no one at this time is confident in their abilities as administrators.

Action Item: Duncan to find out from Kathy, a training date for key administrative people.

Membership Committee:

Todd to send Jamie an updated TOR.

No updates at this time.

Additional authorities to be added to the TOR to ensure the committee has the authorities for the membership issues.

ECO Certification Working Group:

No update at this time. Planned to regroup this fall, but that hasn't happened yet.

Webinar Committee:

Sunil is the chair of that and is not with us today. No Updates at this time.

Webinars are available to test. There is one scheduled that Duncan will lead- it is just a test to verify software and ensure the website works properly.

7	Other Business	<p data-bbox="477 212 1032 239">Slate of Nominations on Board of Directors</p> <p data-bbox="477 310 1495 375">Our bylaws require at our AGM we do a number of things, and our recent AGM did not meet the requirements for the Slate of Nominations.</p> <p data-bbox="477 443 1463 541">We should approach the individuals and see if they are interested in another term. We create a slate of nominations and send it to the membership for approval.</p> <p data-bbox="477 611 1523 709">Motion: We address the AGM non-conformity by approaching the people at the end of their terms and create a slate of nominations to send out to the membership for approval and then update industry Canada.</p> <p data-bbox="477 779 878 806">Moved: Bram Second: Jamie</p> <p data-bbox="477 827 829 854">Opposed None, Abstaining</p> <p data-bbox="477 875 683 903">Motion carried</p> <p data-bbox="477 974 639 1001">ED Contract</p> <p data-bbox="477 1022 1495 1087">Special Vote: Extending the ED Contract another 2 months. Email for vote sent out August 24, 2021.</p> <p data-bbox="477 1108 1219 1136">Response indicates 17 votes in favor; 1 vote not returned.</p> <p data-bbox="477 1157 1425 1222">Majority indicates everyone in favor of extending the contract another two months.</p> <p data-bbox="477 1291 1295 1318">Should the ED Contract be extended for 4 months instead of 2?</p> <p data-bbox="477 1388 1507 1520">Motion: To change the ED contract term (which has requirements of 60 hours/month for two months); to 30 hours a month for 4 months. At which time a full contract will be presented and reviewed to ensure the ED contract is current.</p> <p data-bbox="477 1589 889 1617">Motion: Duncan Second: Bram</p> <p data-bbox="477 1638 829 1665">Opposed None, Abstaining</p> <p data-bbox="477 1686 683 1713">Motion carried</p> <p data-bbox="477 1785 786 1812">Presidents action items.</p>
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		<p>Duncan has a few action points to present to the board.</p> <ul style="list-style-type: none"> - A review of the AAC governance to ensure that they are up to date - A review of all AAC positions and ensure they are all necessary and alignment with the roles and responsibilities - Develop a sponsorship guideline to enable us to extend on financial opportunities - A review and update of the ED Contract - Development of an AAC Security Manual - Set up a strategic group to set up a revenue rejuvenation plan - ECO Canada and AAC Partnership Review <p>Duncan would like to work on this over the next 3 to 6 months.</p> <p>The board should be holding the President accountable for actions he sets on himself, and in turn the President will hold the board accountable for accountabilities they must have.</p> <p>Action Item: Duncan to send out the working document to members of the board for review, and feedback.</p> <p>Final thoughts- the website really needs to be fixed as soon as possible.</p>
8	Adjournment	<p>Motion to Adjourn at 14:28 EST</p> <p>Moved: Peter Secoded: Bram</p> <p>Approved</p>

**NEXT MEETING SCHEDULED:
Board of Directors: Monday November 22, 2021**