

## AAC Board of Directors Meeting

Monday, November 22, 2021  
1:00 pm Eastern Time

Facilitator: Todd Hall

Chair: Duncan Hawkins

Attendees: Bram Ashwell, Peter Beukema, Rebecca Cameron, Jamie Davis, Robyn Frizzell, Susan Girt, Michael Herald, Troy Herring, Shirley Neault, Doreen von Gradulewski, Sunil Phool

Regrets: Nicholas Addo, Chit Lutchman, Renee Morais, Kathy Prichard,

No.	Item	Details of Discussion
1	Approval of the Agenda	<b>Motion: To accept the agenda as written with the changes.</b> Move the treasurers report down. Moved: Bram Seconded: Troy Opposed None, Abstaining None <b>Motion carried</b>
2	Declaration of Conflict of Interest	None declared
3	Approval of the Previous Minutes	<b>Motion to approve draft minutes from September 27, 2021 with the changes of page 7- first bullet is missing “up to date”, and Renee Morais to be added to the attendee list.</b> <b>Action Item: Fix the minutes prior to publishing.</b>  Moved: Robyn Seconded: Shirley Opposed None, Abstaining None <b>Motion Carried</b>

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Financial Update

Treasurers Report and Projections- August

1) Cash

Bank balance on October 3, 2021 \$22, 712.06

Deposits \$702.35

Cheques and debits \$1899.66

Closing balance October 3, 2021 \$21.514.75

Adjusted balance –(\$38.01)

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 = 105

Memberships expiring December 31, 2021 = 105

Members expiring December 31, 2020= no data

Projections- **-\$11, 434.15**

**Motion: to approve the October 2021 Treasurers report as presented.**

Moved: Doreen Seconded: Sunil

Opposed None, Abstaining

**Motion carried**

Management committee recommending to the board: 2022 Conference Budget-  
See doc “AAC 2022 Conference Budget Board”

There has been both an optimistic, pessimistic and worst case scenarios  
projected for the conference.

We are looking for the board to approve the current budget. The board still  
reserves the right to cancel the conference if we don't have enough registrations.  
Minimum penalties up to 90 days prior.

Can we do a survey on the new website to poll members and see their interest  
level on attending the Conference.

Presenters and exhibitors may also attend presentations as well as students who  
“fill bums in chairs”.

We are adding \$500 to the budget to increase the budget for advertising to ensure we drive our numbers up.

**Motion: The Conference Committee to conduct a survey to the membership to see the interest level on attending (in person or virtually) the 2022 Conference at Oak Island, no later than the end of January.**

Moved: Michael    Seconded: Susan  
Opposed None, Abstaining

**Motion carried**

**Action Item: Conference Committee to conduct a survey to the membership no later than the end of January to identify the level of interest in attending the conference either in person or virtually.**

**Motion: to approve the conference budget for 2022 as presented.**

Moved: Robyn    Seconded: Bram  
Opposed None, Abstaining

**Motion carried**

Management committee recommending to the board: 2022 Budget- See doc "AAC 2022 budget draft

Can we approve a deficit budget? Previously if we had money in the bank, we could and would have the money to cover it. We will need to keep our eye on the current deficit projections. We do have the GIC money to cover any deficit should the association go bankrupt.

**Motion: to approve the budget for 2022 as presented with the corrections of the number of CHSMA and CRSP numbers.**

Moved: Doreen    Seconded: Robyn  
Opposed None, Abstaining

**Motion carried**

Finding a new Treasurer

The new successor will have the support of Doreen and Rebecca. No accounting background is required.

No.	Item	Details of Discussion
		<p>If no one is prepared to step up today, please ask question to Duncan or Todd or Doreen. We will leave it open for the next week, prior to broadening our search.</p>
5	Strategic Direction	<p>Strategic Planning Committee</p> <p>A decision has been made to drop the 4<sup>th</sup> objective, as required activities are covered in the other 3 objectives.</p> <p><b>Motion: to approve the revised strategic plan.</b></p> <p>Moved: Michael    Seconded: Shirley  Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p>Strategic Planning Committee needs a chair. If anyone wants to join in, please reach out to Duncan or Todd.</p> <p>Strategic Planning Committee needs a TOR. We need a chair to assist with this.</p>

**Reports from  
Committee**

Management Committee:

No Updates.

WOSHA:

No Updates.

Conference Committee:

Todd has created a TOR for this committee.

**Motion: to approve Conference Committee TOR.**

Moved: Chit Secoded: Susan

Opposed None, Abstaining

**Motion carried**

This committee requires a chair.

IT/Website Working Group:

Should you not have access or things not functioning as should please let Duncan know, so he can add them to the "punchlist".

Priority includes dealing with the webinar platform, and the admin training.

Admin training should include Management Committee Members and subcommittee chairs.

Membership Committee:

No updates.

ECO Certification Working Group:

No updates.

Webinar Committee:

Peter and Todd are not aware of the registrations or if their scheduled webinars are ago for this month or not.

		<p><b>Action item: Duncan can set up a demonstration with Peter and Todd to decide if they are comfortable with the platform chosen in the next week.</b></p> <p>Duncan currently projected no webinars to be presented until the new year.</p> <p><b>Action item: change the dates listed on the website as TBD.</b></p>
7	Other Business	<p>Projected meeting dates for 2022- See doc “</p> <p>Let Robyn know and she will get live electronic dates submitted to all board members.</p> <p>Review <a href="#">action items</a></p> <p>Duncan is going to do a comparative review of the IT invoices and the projected contract and present it this week.</p> <p>Treasurer replacement on action tracker.</p> <p>Punchlist for website:  Give board direct access.  Membership renewals have been taken care of.  Administrative training.</p> <p>Guiding Principles- Governance/Strat Plan- Duncan has creative a master control of inventory log for documentation to ensure we have the tracking of all documents. The disclaimer statement is different in the documents. Appreciation of wiggle room for other standards.</p> <p><b>Motion: to approve the Guiding Principles.</b></p> <p>Moved: Susan    Seconded: Robyn  Opposed None, Abstaining</p> <p><b>Motion carried</b></p>

<b>8</b>	Adjournment	<b>Motion to Adjourn at 1443 EST</b> <b>Moved: Susan   Seconded: Peter</b> <b>Approved</b>
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**NEXT MEETING SCHEDULED:**  
**Board of Directors: TBD**