

**DRAFT Minutes**  
**AAC Board of Directors Meeting**

Monday, January 24, 2022  
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: Robyn Seconded: Susan 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 November 22, 2021.</b> <b>Change under item number 5 to strategic direction committee.</b> <b>Add the action item for conference committee to today's agenda.</b>  Moved: Robyn Seconded: Bram Opposed None, Abstaining None <b>Motion Carried</b>

<p>4</p>	<p>Financial Update</p>	<p>Treasurers Report and Projections- August</p> <p>1) Cash</p> <p>Bank balance on January 12 , 2022 \$14, 605.56</p> <p>Deposits \$10, 652.65</p> <p>Cheques and debits \$604.57</p> <p>Closing balance October 3, 2021 \$24, 653.64</p> <p>Adjusted balance –(\$13, 879.94)</p> <p>2) Discussed details of Accounts Payable Listing/Cheque Listing Detail – Cheques written and not cleared</p> <p>3) Accounts Receivable Listing – Income not received, not deposited</p> <p>4) Membership Count, as of January 12, 2022*</p> <p style="padding-left: 40px;">Current Membership count = 105</p> <p style="padding-left: 40px;">Memberships expiring December 31, 2021 = 56</p> <p style="padding-left: 40px;">Members expiring December 31, 2022 = 49</p> <p>Projections- \$3, 895.67</p> <p><b>Motion: to approve the December 2021 Treasurers report as presented.</b></p> <p>Moved: Doreen    Seconded: Bram Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p>Bram would also like to Thank Doreen for her time as a treasurer.</p> <p><b>Motion: that the board elect Nina Ostashek to fill the position left vacant by Rosalie Martin and has been appointed as the new treasurer.</b></p> <p>Moved: Doreen    Seconded: Peter Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p><b>Action item: Doreen to assist with setting up Nina with signing authority.</b></p> <p><b>Motion: to write off the 2021 pro-rated fees for JCrickard.</b></p> <p>Moved: Rebecca    Seconded: Susan Opposed None, Abstaining</p>
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		<p><b>Motion carried</b></p> <p><b>Motion: to write off the duplicate charges for EObeng.</b></p> <p>Moved: Doreen    Seconded: Peter  Opposed None, Abstaining</p> <p><b>Motion carried</b></p>
5	Strategic Direction	<p>Strategic Direction Committee</p> <p>A high-level overview of he TOR was presented.</p> <p><b>Motion: to accept the terms of reference for the Strategic Direction Committee.</b></p> <p>Moved: Nicholas    Seconded: Doreen  Opposed None, Abstaining</p> <p><b>Motion carried</b></p>

<p>6</p>	<p>Reports from Committee</p>	<p>Management Committee: No Updates.</p> <p>WOSHA: No Updates.</p> <p>Conference Committee: <b>Meetings are being set up. Chit has agreed to be Co-Chair to assist with expanding outreach and contacts.</b></p> <p><b>7 Speakers have been confirmed</b></p> <p>Action Item: Kathy to complete a survey through the new website to identify if the interest level of attending a conference.</p> <p><b>Committee to look at MOU's for advertising on others sites.</b></p> <p>IT/Website Working Group:</p> <p>Website is set up, auto renewals has been set up and is functioning properly.</p> <p>Emails have been set up for users so we can pass on historical emails going forward.</p> <p>AAC also owns about 200 stock images as well now.</p> <p>Pragmatic number is no longer useable. We need to iron out Calbridge and then we will migrate to that platform going forward.</p> <p>Membership Committee:</p> <p>ECO Certification Working Group: No updates.</p> <p>Webinar Committee:</p>
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		<p>Sunil is the new chair.</p> <p>Committee is talking about many issues including fee schedules, times, who owns the training, etc.</p> <p>Will be meeting again in another 2 weeks.</p> <p>The committee will line up presentations and make recommendations based on availabilities of presenters.</p>
7	Other Business	<p>AAC Director Accountability Training See doc "AAC Director Accountability for distribution TH DH"</p> <p>Training of new board members should be more in depth, and training should be conducted on the website as well.</p> <p>Chit and Nina should go through the procedures and responsibilities with Todd. Deferring until the end of February until the website has been fully updated is fine with both. At that time a training session can be scheduled that will be open to all board members.</p> <p>Calendar for meetings, has everyone received the invites for the year?</p> <p>Review Action Items</p> <p>Update all major documents on the website by February 24, 2022</p> <p>Survey on conference- completed within the next 2 weeks</p>
8	Adjournment	<p><b>Motion to Adjourn at 1505 EST</b> <b>Moved: Nina Seconded: Chit</b> <b>Approved</b></p>

**NEXT MEETING SCHEDULED:  
Board of Directors: March 28, 2022**