

DRAFT Minutes
AAC Board of Directors Meeting

Thursday, March 31, 2022
1:00 pm Eastern Time

Facilitator: Todd Hall
Chair: Duncan Hawkins
Attendees: Bram Ashwell, Peter Beukema, Rebecca Cameron, Jamie Davis, Robyn Frizzell, Michael Herald, Troy Herring, Chit Lutchman, Shirley Neault, Kathy Prichard, Sunil Phool

Regrets: Nicholas Addo, Susan Girt, Renee Morais, Doreen von Gradulewski

No.	Item	Details of Discussion
1	Approval of the Agenda	Motion: To accept the agenda as written with the changes. Move the treasurers report down. Moved: Robyn Seconded: Troy Opposed None, Abstaining None Motion carried
2	Declaration of Conflict of Interest	None declared
3	Approval of the Previous Minutes	Motion to approve draft minutes from January 24, 2022. Moved: Robyn Seconded: Troy Opposed None, Abstaining None Motion Carried

No.	Item	Details of Discussion
4	Financial Update	<p>Treasurers Report and Projections- February 2022</p> <p>1) Cash Bank balance on March 7 , 2022 \$18, 987.67 Deposits \$3, 935.26 Cheques and debits -\$228.42 Closing balance March 3, 2022 \$22, 694.51 Adjusted balance -\$15, 161.07</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 February 16, 2022* Current Membership count = 108 Memberships expiring December 31, 2021 = 35 Members expiring December 31, 2022 = 73</p> <p>Projections- \$2, 314.39</p> <p>Motion: to approve the February 2022 Treasurers report as presented.</p> <p>Moved: Nina Seconded: Bram Opposed None, Abstaining</p> <p>Motion carried</p> <p>RBC Signing Authority</p> <p>Currently the signing authority with RBC is Peter, Doreen, Rebecca and Kathy.</p> <p>Motion: to delete the signing authority for Peter Beukema, Kathy Prichard, Doreen Von Gradulewski, and Rebecca Cameron from the RBC Account. Add on for signing authority Duncan Hawkins, Sunil Phool, and Nina Ostashek.</p> <p>Moved: Robyn Seconded: Michael Opposed None, Abstaining</p> <p>Motion carried</p>

No.	Item	Details of Discussion
5	Strategic Direction	Strategic Direction Committee Nothing at this time.

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Reports from
Committee

Management Committee:

- Met on the 21st. Action items from that committee includes- signing authorities, and updating membership status.

WOSHA:

- Duncan has received the document for aligning COR in Alberta. There are currently competing groups working on aligning ISO and COR, they are looking for auditors to test the protocol.
- Should we post on our website?- Duncan has asked and once he has the information will update the group.
- Peter would be interested in testing.

Conference Committee:

- Duncan is looking for direction as to what we want to do with the conference.
- There are concerns over whether it should or shouldn't go.
- We have not yet hit the milestone for the Oak Island contract for notice of cancelation.
- Should it be in person, virtual, or combination?
- There is an opportunity if we go virtual to do a one-day conference.
- The concern of in person is we have no idea how many people are going to show up. Will we allow people to change from one option to the other? What is someone gets sick?
- Currently we have a higher amount of people interested in virtual than in person.
- There are lots of potential uncertainty and risks.
- If we do hybrid, we can face issue of changing minds and refunds and timelines.
- Virtual would allow for any time, and a one-day event.
- We could have a lot more advertising and options for more people to attend.
- It is less risky to do a virtual event as opposed to an in-person event.
- Only 25% of membership responded and the majority of them suggested too virtual.
- We could brand and market it as the "best move this year for our members needs"
- Todd- Can you get the forgivable food cost and break on rooms as they can fill them in writing? Kathy- I do not have that but I can get that
- **Action Item: Kathy to get the oak island forgivable information in writing next week from the people who have the authority to state that. See if they can add some dates to the penalties.**
- Todd- Can you get me the names of the people who stated that would or likely would attend? Kathy- Information in the survey is accessible in the background on the website and will show Todd how to access.
- According to the contract, if we cancel within 91 days or more before the scheduled date, we would a 25% penalty of projected revenues. We

would get back somewhere between \$4300-\$5300 back. Anything less than \$16, 000 REVENUE, could set us in a deficit in our budget.

- We could receive some of that revenue, back by having a virtual conference.
- There is potential through leveraging the CSSE we could get more registrants by opening to their membership and contacts as the location is the ideal location for many of their members.
- We would need about 60 people to attend a virtual conference to break even.
- Bram: Would it make sense to send out the survey again? Todd: We might and may need to re-frame it with some urgency.
- Peter: likes the idea of rephrasing and re-optimizing the survey.
- Kathy will wait on speakers and sponsorship until she has direction.
- We defer the decisions for a period of time, and in that timeframe, we do the following things: get written instruction from oak island, reissue the survey.
- The board MUST be accountable for answering the survey as we have an obligation to put on a conference for our membership. The board at a minimum must answer the survey.
- **Action: to reissue of the survey to the the membership to identify if there is a strong preference for in person or virtual conference. All board members are expected to answer.**

IT/Website Working Group:

- CHMSMA links on the website are not functioning. Kathy is aware and will correct this weekend.

Membership Committee:

- About 31 people are still outstanding
- Confirming that they need to contact these individuals individually?
- Kathy: Should we send an email to waive late fees? Todd: MC agreed to do it on a case by case basis and not a blanket to all.
- Michael: Are we good to send people to the website to renew? Kathy: yes everything should work, unless they are going "poking" around.
- Todd: CHMSMA's are no longer able to use the credential if they are not a member in good standing.
- **Action Item: Kathy to email Michael and Jamie when they are good to send people to the website.**
- 109 potential and about 30 who have not yet paid. They are critical to us meeting our budget this year.

ECO Certification Working Group:

- Duncan and Todd exploring opportunities this week.

Webinar Committee:

No.	Item	Details of Discussion
		<ul style="list-style-type: none"> - There is a presentation from Duncan, who will record on Callbridge and then the committee can initiate. - Todd and Brenda will also record ones. - A procedure has been finalized for review of future presentations - Risk Matrix Presentation will be recorded by April 8, 2022. It will be a recurring presentation, as well as self sustaining. - Peter will submit his to Duncan for his review. Environmental and Health and Safety Presentations are scheduled for May. - Todd's presentation is being reviewed and no date is set at this time. - A list of potential presentations have been created and they will be assigned out to committee members - Kathy: Is there any info to be made public?- Peter will look and see if there needs to be any information changes required for his presentation. Some things have been made non-visible. - Kathy: Can you let us know the pricing cost to update on the website for Members and Non members as well as the CEU's.
7	Other Business	<p>Action Items</p> <ul style="list-style-type: none"> - Board approval to change signing authorities - Need to update details from Oak Island - Re do survey- provide info to the board
8	Adjournment	<p>Motion to Adjourn at 1416 EST Moved: Troy Seconded: Kathy Approved</p>

**NEXT MEETING SCHEDULED:
Board of Directors: May 30, 2022**