

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	<p>Motion: To accept the agenda as written with the changes.</p> <p>Add email policy to other business.</p> <p>New webinar Lead</p> <p>Communication of the AAC</p> <p>Membership Fee Schedule</p> <p>Bram's vote.</p> <p>Pragmatic and Bell Conversation</p> <p>Move the treasurers report down.</p> <p>Moved: Robyn Seconded: Troy</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 March 31, 2022.</p> <p>Moved: Robyn Seconded: Bram</p> <p>Opposed None, Abstaining None</p> <p>Motion Carried</p>

No.	Item	Details of Discussion
		<p>Vote for Bram for 2nd VP Position. Vote to accept the position.</p> <p>Vote has been cast to todd.hall@bell.net. Todd will tally and announce results before the end of the meeting.</p> <p>The overwhelming response is in favor.</p> <p>Action item: Duncan to send out communication to the membership. Kathy to update the information on the website.</p>
4	Financial Update	<p>Treasurers Report and Projections- April 2022</p> <p>1) Cash</p> <p>Bank balance on May 10, 2022 \$18, 464.73</p> <p>Deposits \$3, 286.32</p> <p>Cheques and debits -\$980.18</p> <p>Closing balance May 10, 2022 \$18, 464.73</p> <p>Adjusted balance -\$18, 694.97</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>Projections- -\$14, 019.43</p> <p>Motion: to approve the March and April 2022 Treasurers reports as presented.</p> <p>Moved: Nina Seconded: Bram Opposed None, Abstaining</p> <p>Motion carried</p>

No.	Item	Details of Discussion
5	Strategic Direction	<p data-bbox="479 331 868 363">Strategic Direction Committee</p> <ul data-bbox="527 384 1528 972" style="list-style-type: none"> <li data-bbox="527 384 1421 447">• Sunil asks if the MOU's are "current" because they have not been reviewed annually. <li data-bbox="527 457 1518 520">• Todd indicates- high level MOU's are generic so they do not have a shelf life, but the individual specific agreements may not be as "fresh" <li data-bbox="527 531 1437 594">• Do we want them available for public access? Or just for the board members only? <li data-bbox="527 604 1437 667">• Todd- as records they should be made available to the board, once reviewed they should be made public, <li data-bbox="527 678 1112 699">• Kathy- general public or members public? <li data-bbox="527 709 1528 793">• Duncan- General public is not necessary. A general statement on the website indicating a strategic relationship. The board will need to decide if the strategic document is designed for members or just board members. <li data-bbox="527 804 1528 930">• Action Item: Ensure clarity for the documents as to who is eligible to see them. All documents will be going through a document review process and then identified correctly. MOUs will then be treated like a contract with proper review and sign off. <li data-bbox="527 940 1404 972">• Only board members should have access to MOUs at this point.

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Reports from
Committee

Management Committee:

- As we approach June, there is going to be a lot of communication, it is paramount that the board provide instruction and response to the communication that goes out.
- Please remember that we are all volunteers and confrontational language is not acceptable to others.

WOSHA:

- Duncan has an uncontrolled copy of the document he is happy to share, at this time audits are only be conducted by the partnerships.

Conference Committee:

- We are looking for a decision on the conference today.
- Kathy has reconnected with Oak Island. The original 2019 conference was cancelled and delayed. They let us carry over the deposit without penalty. Deferred due to COVID. They will not allow us to defer it any longer. 9400 sitting on retainer. 45 responses on the survey.
- Detailed discussion on the attached table that was sent out at the beginning of the meeting.
- We do have a substitution cancelation policy. We may need to look and see if it aligns with COVID.
- Speakers may be willing to transfer over to a virtual method.
- Cost would be about \$3000 for proctor and marketing.
- List of pros and cons available in table document.
- The board needs to make a decision on which path to take. Virtual or in-person
- Todd- is doing nothing a viable option? Two options. Virtual and In-person.
- Action Item: Robyn to send out email to all the board. Picking only 1 of 2 options.

IT/Website Working Group:

- **Action Item: Kathy to have MOU's available on the website within a week once she has direction on what is appropriate to be visible.**
- Registrants are available to the public. It is good advertising.
- Troy has asked to be set up with a media email. For Twitter, etc.
- Website- backend stuff needs to be uploaded and done for each committee chair members. Kathy has done backend repairs. Kathy is setting it up so its clear and will avoid breakage in the background.
- Kathy needs someone to help with the website updating
- Kathy also needs content submitted in copy form.
- **Action Item: Board members to think about assisting and letting Kathy know if they are able to assist.**

Membership Committee:

- Approximately 9 people who will not be renewing. Due to retirement, career change or choice.
- 4 are CHMSMA with CRSP
- 2 are CHMSMA without CRSP
- Approx. 98 members
- 5 People who are planning to pay that have not paid yet. 4 who are CHMSMA's
- 4 who have not responded.
- Members who do not plan to renew, have been de-registered.
- Board to ask Eldeen and have her email the CHMSMA's who are not renewing.
- Action Item: Make a list for Eldeen to approach the current CHSMA's who do not plan on submitting. Kathy to send the list and contact information to Duncan who can then send to Eldeen for completion.

ECO Certification Working Group:

No update

Webinar Committee:

- Generate traffic to the website.
- ~~Keep the webinars free for the rest of the year and then start charging in January 2023.~~
- Depending on the CEU credit and content of the webinar we will charge fees based on a schedule. The presenter will get 50% discount.
- Keep the webinars free for the rest of the year. If we do charge, we will charge depending on the CEU as well as the content. 50% discount to members or non-members.
- We should compare with what other organizations are doing.
- The fee schedule was built under the prior committee under Malcolm, and it was compared to other groups.
- Sunil's recommendation- if we charge 50% can we just say 25 and 35 and just advertise that price and advertise as such.
- Duncan's recommendation- is to align the fee schedule as in the budget, and then re-assess with the group at another night.
- **Motion: To approve the fee schedule as written
Sunil & Bram**
- **Motion: To approve a 50% discount on all webinars for the remainder of the year with an option for continuance based on traffic.
Duncan & Sunil**

No.	Item	Details of Discussion
7	Other Business	Action Items -
8	Adjournment	Motion to Adjourn at 1416 EST Moved: Robyn Seconded: Kathy Approved

**NEXT MEETING SCHEDULED:
Board of Directors: June 27, 2022**