

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

July 25, 2022  
1:00 pm Eastern Time

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

Regrets: Nicholas Addo, Susan Girt, Renee Morais, Jamie Davis, Robyn Frizzell, , Troy Herring

No.	Item	Details of Discussion
1	Approval of the Agenda	Move discussion of ED to Other Business. <b>Motion: To accept the agenda as written.</b> Moved: Susan    Seconded: Bram 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 June 25, 2022. With a few typos that need to be corrected.</b> Moved: Shirley    Seconded: Susan Opposed None, Abstaining None <b>Motion Carried</b>
4	Financial Update	Treasurers Report and Projections- June 2022 <b>1) Cash</b> Bank balance on June 14, 2022 \$18, 764.73 Deposits \$493.50 Cheques and debits <b>-\$225.39</b> Closing balance July 4, 2022 \$19, 032.84 Adjusted balance -\$20, 006.95 <b>2) Discussed details of Accounts Payable Listing/Cheque Listing Detail –</b>

		<p>Cheques written and not cleared</p> <p><b>3) Accounts Receivable Listing – Income not received, not deposited</b></p> <p>Projections- <b>-\$14, 019.43</b></p> <p>Nina has received 9 approvals for HVGP. Is there anyone on the call now, that can add in their vote?</p> <p>Sunil looking for Accounts Payable and Receivables.</p> <p>Sunil still needs to go add on as signing authority. He is having a hard time getting the documents from Calgary to Edmonton. – This can be resolved offline between Nina and Sunil.</p> <p>Monaris is cancelled as of July 18, 2022.</p> <p>Bell Voice has been a go-around. As Nina is not on the account, having a hard time cancelling. Nina tried Todd, Rebecca, Kathy and is unable. Best if Nina gets her name on the account. Bell suggested we not pay the bill and let it go to collections. We need a better system for updating our account when members change.</p> <p>Having troubles with Kim’s membership and conference payment.</p> <p><b>Motion: to approve the June 2022 Treasurers reports as presented.</b></p> <p>Moved: Nina    Seconded: Bram  Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p><b>We have simple majority for the HVPG report Approval.</b></p> <p>Duncan had sent an email with a deadline for the HVPG report.  Duncan to talk to each board member who has not replied to the request of approval.</p> <p>Kathy suggested we can use a poll through the website.</p>
<b>5</b>	Strategic Direction	Strategic Direction Committee

		<p>Initiatives underway- in discussions with CSSE with regards to our MOU. Should hear from them after their August Meeting.</p> <p>Same with AAOSA.</p>
<p><b>6</b></p>	<p>Reports from Committee</p>	<p>Management Committee:</p> <ul style="list-style-type: none"> <li>- 3 Action items that came from that committee <ul style="list-style-type: none"> <li>o Establish permissions for archive email account</li> <li>o Email reminder to board members to review and reply to Nina's email</li> <li>o Purchasing an external hard drive for data and email backup.</li> </ul> </li> </ul> <p>WOSHA:</p> <ul style="list-style-type: none"> <li>- No update at the moment as there is a national standard out with regards to COR.</li> <li>- It is a waiting game at the moment.</li> <li>- Duncan has a copy of the audit tool if you would like to see it.</li> </ul> <p>Conference Committee</p> <ul style="list-style-type: none"> <li>- Making lots of progress</li> <li>- Entertainment has been booked</li> <li>- Dinner pricing is being worked on.</li> <li>- Website update to come at the end of the week</li> <li>- Kathy asked for photos and bios to post on the website.</li> <li>- Let Kathy know as soon as the workshops have been determined</li> <li>- Cancellation policy has been posted on the website. No Refunds from 2 weeks to 3 days before the conference. If cancellation is cancelled 2 days before, current policy indicates all money will be refunded.</li> <li>- Conference committee is to determine the policy each year. The conference committee will update the current policy.</li> <li>- There is no shuttle from Airport to Oak Island, but you can taxi or take the bus.</li> <li>- Eco has a news letter going out Thursday and needs some information for social media and they will share it out.</li> <li>- Duncan to send them the invitation. Kathy to send the photograph. Todd to send contact person offline.</li> <li>- Any exhibitors or sponsors can have their logo's scrolls. Todd to send an email offline. Erasi- Silver, Colin and Sue- Gold.</li> </ul> <p>Membership Committee:</p> <ul style="list-style-type: none"> <li>- January to March is their peak time.</li> </ul>

		<p>ECO Certification Working Group:</p> <ul style="list-style-type: none"> <li>- No update</li> </ul> <p>Webinar Committee:</p> <ul style="list-style-type: none"> <li>- Group met last Thursday and went through a collection of topics.</li> <li>- Risk Matrix is the next one posted. 20 participants both Members and non-members. Duncan will be seeking out a moderator for that session.</li> <li>- Sunil has not received an email for invites. Even though he stepped down as chair he still wants to be on the committee.</li> </ul> <p>IT/Website Working Group:</p> <ul style="list-style-type: none"> <li>- Troy has set up the new Twitter account. No content at this time. Old twitter account is now “dead”.</li> <li>- Conference update on the website has been modified.</li> <li>- Kathy still working on items in the back end.</li> <li>- Looking for content for a Blog. Blog has no restriction on content.</li> <li>- Kathy looking to do some networking in Ottawa. Any other groups in other areas want to do something similar.</li> <li>- Thank you and summary posted for Todd. Showcasing members to show appreciation.</li> </ul>
<p>7</p>	<p>Other Business</p>	<p>Kudos to Conference Committee</p> <p>ED Succession Plan</p> <ul style="list-style-type: none"> <li>- Duncan sent out to the board Todd’s official Resignation. 30 days runs out August 19, 2022.</li> <li>- 30 business days not consecutive days.</li> <li>- Todd will remain a volunteer for the conference committee.</li> <li>- ISO 45001 training- he will be available should we schedule training and can contract him for that purpose.</li> <li>- Passwords will be reset on the evening of his last day.</li> <li>- He will be a member of the council of past presidents.</li> <li>- If anything comes up that requires information he will be available to us.</li> <li>- Position of ED. Do we want to hire a new contractor or put the position on hold as vacant until cash flow improves? <ul style="list-style-type: none"> <li>o Sunil wants to add what the rolls are as first VP and second VP. Everything has been done through personal emails. We should consult a lawyer.</li> <li>o What information are you looking for? Nina’s reports outline the financials.</li> <li>o We do have a contract with the ED that outlines a description of the job.</li> <li>o Media temple emails Kathy has access to going back to 2014.</li> <li>o There is a laptop, but it has been dead for a very long time.</li> <li>o Do we hire another ED or leave it until we have the funds.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Chit votes to pause the role in order to save some money.</li> <li>○ Peter agrees.</li> <li>○ The ED position will Drain the AAC's economic profile.</li> <li>○ Duncan suggest we stay the position.</li> </ul> <p><b>Motion: To stay the role of ED within the AAC until such a time, that funds will allow and the AAC is in a better position to hire a new person. Is anyone against staying the position?</b></p> <p>Majority is in favour of staying the position.</p> <p><b>Approved.</b></p> <p>Kathy did get us registered for Paypal.</p> <p>The whole board needs to step up and make sure everything doesn't fall on Duncan.</p> <p>A thank you should be sent out.</p>
8	Adjournment	<p><b>Motion to Adjourn at 1441 EST</b></p> <p><b>Moved: Duncan Seconded: Chit</b></p> <p><b>Approved</b></p>

**NEXT MEETING SCHEDULED:  
Board of Directors: August 25, 2022**