



## DRAFT - AAC Board of Directors Meeting Minutes

January 23, 2023  
1:00 pm Eastern Time

Facilitator Duncan Hawkins  
Chair Duncan Hawkins

Attendees: Duncan Hawkins, Bram Ashwell, Nina Ostashek, Jamie Davis, Michael Herald, Troy Herring, Shirley Neault, Nicholas Addo, Sunil Phool, Robyn Frizzell, Susan Girt

Regrets: Peter Beukema, Renee Morais, Kathy Pritchard, Rebecca Cameron, Chit Lutchman,

No.	Item	Documentation / Items for Discussion
1	Approval of the Agenda	Motion to accept the agenda as written  <b>Moved Robyn</b> <b>Second Bram</b> <b>Opposed None, Abstain None</b> <b>Carried</b>
2	Declaration of Conflict of Interest	None Declared
3	Approval of the Previous Minutes	<b>Approve the minutes from July 25, 2022</b> Moved Robyn Second Michael Opposed None, Abstain None <b>Carried</b>  <b>Approve the minutes from December 5, 2022</b> Moved Robyn Second Bram Opposed None, Abstain None <b>Carried</b>



No.	Item	Documentation / Items for Discussion
4	Financial Update	<p>Treasurer's Report and Projections – 2022 Dec Treasurer's Report"</p> <p>Treasurer's report:</p> <p>Cash</p> <p>Balance as on December 2, 2022 \$29, 621.27            Cheques and debits –(\$1, 130.95)            Deposits and Credits -\$14, 089.63            Closing balance \$42, 579.95            Adjusted balance \$36, 923.28            Projected: 2023 \$1, 295.54</p> <p>Bell media is almost cancelled. Looks like we will only pay \$300 instead of \$500.</p> <p>Todd's invoices have been paid in full. We are waiting on an invoice back from sponsoring.</p> <p>Final profit from the conference was \$14, 025.17</p> <p>No added expense of having an ED and it is a lean projection as there is no conference for 2023.</p> <p><b>Motion to approve December 2022 Treasurer's report as presented.</b></p> <p>Moved Nina            Seconded Troy            Opposed None Abstaining None  <b>Carried</b></p>
5	Strategic Direction	<p>Strategic Direction Committee</p> <ul style="list-style-type: none"> <li>- Nothing to report at this time.</li> </ul>



<p>6</p>	<p>Reports from Committees</p>	<p>Management Committee –</p> <ul style="list-style-type: none"><li>- MC did try to meet last week, but schedules were tight. We will catch up in February.</li></ul> <p>WOHSA –</p> <ul style="list-style-type: none"><li>- Nothing to update</li></ul> <p>Conference Committee -</p> <ul style="list-style-type: none"><li>- Duncan has sent an update to Kathy as Chit was interested in holding a virtual conference.</li></ul> <p>Membership Committee-</p> <ul style="list-style-type: none"><li>- There may be an issue with the website reporting. They usually start in February on calling people.</li><li>- Website should send out another email reminder for membership renewals.</li><li>- We need to find out exactly how many people we need to follow up with.</li><li>- Late fees kick in in March.</li><li>- One more email out and then Michael and Jamie will reach out personally and find out if any delinquent members are wanting to still be part of it.</li><li>- They will reach out to Kathy directly.</li><li>- Kim Sax is paid up.</li></ul> <p>ECO Certification Working Group-</p> <ul style="list-style-type: none"><li>- Nothing to report</li></ul> <p>Webinar Committee-</p> <ul style="list-style-type: none"><li>- Group met briefly to discuss what can be done in 2023 to bring in revenue.</li><li>- Bram and Duncan have an ISO course coming up.</li><li>- They will go after one of the elements that works with all the standards. Marketing will be done through HSE, Quality and Enviro.</li><li>- Draft by Q1 and Launch in Q2</li><li>- We do have a copy of Todd's OHS Lead Auditor.<ul style="list-style-type: none"><li>o There is still lots to do with updates.</li><li>o Do we consider doing in person or webinars.</li><li>o Some Fees are \$900 for 32 hours of similar material. We may be charging too much.</li></ul></li></ul>
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		<ul style="list-style-type: none"> <li>○ A firm in Edmonton is looking for a private course. Todd would like to instruct that one. Duncan has asked for a break down of the plan so we can be very transparent on charges. Once Duncan has the info he will forward it out.</li> </ul> <p>IT/Website Committee</p> <ul style="list-style-type: none"> <li>- Nothing to report at this time.</li> </ul>
7	Other Business	<p>AAC Government Grants</p> <ul style="list-style-type: none"> <li>- Lots of items are community or indigenous based.</li> <li>- One found through BC gaming. Geared to Enviro and Safety. \$250,000. Due in July</li> <li>- One found in Ontario that could fund the conference.</li> <li>- Companies out there that search and apply for grants for you. They are identified on Government website.</li> <li>- At a minimum we should apply for BC one.</li> <li>- Sunil is wondering about WCB. As our address is in Ontario we likely have to deal with that province.</li> <li>- CSSE gets grants as well. CSSE is interested in Todd doing a webinar for them.</li> <li>- Organizational Profile for scanning grants.</li> <li>- Community Initiatives Program.</li> </ul> <p><b>Action Item: Jamie and Michael will look at the BC Grant</b></p> <p><b>Action Item: Sunil to compile a 3-page business plan.</b></p> <p><b>Action Item: Jamie to reach out to companies to get quotes on the businesses that supply that offer that service.</b></p>
8	Adjournment	<p>Bram moves to adjourn</p> <p>Seconded by Nina</p>

**NEXT MEETING SCHEDULED:  
Board of Directors: March 27, 2023**