



DRAFT - AAC Board of Directors Meeting Minutes

May 29, 2023

1:00 pm Eastern Time

Facilitator Duncan Hawkins

Chair Duncan Hawkins

Attendees: Bram Ashwell, Nina Ostashek, Jamie Davis, Michael Herald, Troy Herring, Nicholas Addo, Kathy Pritchard, Rebecca Cameron, Shirley Neault, Sunil Phool

Regrets: Duncan Hawkins, Renee Morais, Susan Girt, Chit Lutchman, Robyn Frizzell, Peter Beukema,

No.	Item	Documentation / Items for Discussion
1	Approval of the Agenda	<p>Add to Agenda;</p> <ul style="list-style-type: none">- Grants – Creating policies – move to a management meeting to decide how to move forward- Correct the Date on the Agenda- CHSMSA and Training – Application, process, Eldeen P. Contract coming due Nov 2023 <p>Motion to accept the agenda as written</p> <p>Moved Michael Herald Second Troy Herring Opposed None, Abstain None</p> <p>Carried</p>
2	Declaration of Conflict of Interest	None Declared



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3	Approval of the Previous Minutes	<p>Approve the minutes from March 27, 2023 received on May 29, 2023</p> <ul style="list-style-type: none"> - Did not have time to review prior to meeting. Will conduct a email approval later this week for approving the March 27, 2023 minutes <p>Moved Second Opposed None, Abstain None Carried</p>
4	Financial Update	<p>Treasurer's Report and Projections – "2023 04 Treasurer Report Prepared May 8, 2023 (1)"</p> <p>Treasurer's report:</p> <p>May 8, 2023</p> <p>Balance as on April 3, 2023 \$42, 841.76 Cheques and debits - \$6, 963.75 Deposits and Credits -\$422.40 Closing balance \$36, 300.41 Adjusted balance \$35, 622.41 Projected: 2023 -\$225.98</p> <p>Motion to approve April 2023 Treasurer's report as presented.</p> <p>Moved Nina Seconded Troy Herring Opposed None Abstaining None Carried</p>
5	Strategic Direction	Strategic Direction Committee



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6	Reports from Committees	<p>Management Committee – Waiting for minute from May management Meeting</p> <p>Conference Committee</p> <ul style="list-style-type: none"> - Chit is unable to conduct a one-day online conference. This is cancelled at this point in time unless someone would like to spear head a one-day online conference. - 2024 in person conference. Going to reach out to existing committee to see if they are interested in organizing. If not will reach out to the board and/or membership for spearheading. <p>Membership Committee</p> <ul style="list-style-type: none"> - There is still outstanding membership to be renewed. Approx 12 or so, some have already said no – reasons were the following; <ul style="list-style-type: none"> • What is the value • Retiring • Changing careers <p>ECO Certification Working Group</p> <ul style="list-style-type: none"> - Nothing to report <p>Webinar Committee</p> <ul style="list-style-type: none"> - Stalled due to the Lead Auditor course update. Require to get this completed - Bram and Duncan are working together on the updates <p>IT/Website Committee</p> <ul style="list-style-type: none"> - LinkedIn new account is up and running <ul style="list-style-type: none"> • Bram given back access • Looking at starting blogs • Trying to get rid of the old account or have it disappeared - Domain Names are coming due <ul style="list-style-type: none"> • Cost is \$12 to \$15 for each with a total of about \$100.00 for all • Motion by Kathy to go ahead and pay for the domains and from there decide which ones moving forward we will keep for AAC. • 2nd by Shirley Nault • None abstained or objected



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7	Other Business	<p>Grant Update</p> <ul style="list-style-type: none"> - Have the management committee to come up with policies for inclusiveness ect - Bram is looking into and putting together information on Grants and using a 3rd party contracting company to spear head the grants as follows; <ul style="list-style-type: none"> • Looking into what grants we can apply for • Completing the application • Submitting the application - Concerns are if they require a percentage of the grant approved - Cost is \$720.00/year - Motion to move forward on obtain the services by Duncan Hawkin - 2nd by Michael Herald <p>Registrar</p> <ul style="list-style-type: none"> - Eldeen P contract is coming due Nov 2023 - Bram will be taking over the operations for the ACSA - Due to challenges with communications Duncan will be looking at the governance and updating them as required - Will conduct an audit on Eldeens process and documentation - Will create a report from the audit and present it to the board - Kathy will crate a single area for all information regarding the CHSMSA applications, renewals, forms, etc.
8	Adjournment	<p>Troy Herring moves to adjourn at 11:57AM</p> <p>Seconded by Michael Herold</p>

**NEXT MEETING SCHEDULED:
Board of Directors: July 31, 2023**