



## DRAFT - AAC Board of Directors Meeting Minutes

September 25, 2023  
1:00 pm Eastern Time

Facilitator Duncan Hawkins  
Chair Duncan Hawkins

Attendees:, Jamie Davis, Michael Herald, Troy Herring, Rebecca Cameron, Shirley Neault, Sunil Phool, Robyn Frizzell, Peter Beukema

Regrets: Duncan Hawkins, Renee Morais, Susan Girt, Chit Lutchman, Bram Ashwell, Nina Ostashek, Nicholas Addo, Kathy Pritchard

| No. | Item                                | Documentation / Items for Discussion   |
|-----|-------------------------------------|--|
| 1   | Approval of the Agenda              | <p>Add to Agenda:</p> <p>Motion to accept the agenda as written.</p> <p>Moved Troy Herring<br/>Second Peter Beukema<br/>Opposed None, Abstain None<br/><b>Carried</b></p>                          |
| 2   | Declaration of Conflict of Interest | None Declared  |
| 3   | Approval of the Previous Minutes    | <p><b>Draft Approval the minutes for May 29, 2023- Send out approval for the rest</b></p> <p>Moved Rebecca Cameron<br/>Second Michael Herald<br/>Opposed None, Abstain None<br/><b>Carried</b></p> |



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|-----|---------------------|---|
| 4   | Financial Update    | <p>Ask Nina about the revenue:</p> <p>Go through and double check the formulas</p> <p>Email out to approve financials.</p><br><p>Balance as on April 3, 2023 \$42, 841.76<br/>           Cheques and debits - \$6, 963.75<br/>           Deposits and Credits -\$422.40<br/>           Closing balance \$36, 300.41<br/>           Adjusted balance \$35, 622.41<br/>           Projected: 2023 <b>-\$225.98</b></p> <p><b>Motion to approve April 2023 Treasurer’s report as presented.</b><br/>           Moved Nina<br/>           Seconded Troy Herring<br/>           Opposed None Abstaining None<br/> <b>Carried</b></p> |
| 5   | Strategic Direction | Strategic Direction Committee   |



| No. | Item                    | Documentation / Items for Discussion  |
|-----|-------------------------|---|
| 6   | Reports from Committees | <p>Conference Committee</p> <p>Membership Committee</p> <p>-</p> <p>ECO Certification Working Group</p> <p>Webinar Committee</p> <ul style="list-style-type: none"> <li>- Peter still able to review content.</li> <li>- No discussion on trainers and locations.</li> </ul> <p>IT/Website Committee</p> <ul style="list-style-type: none"> <li>- Updating the website</li> </ul>   |
| 7   | Other Business          | <p>Grant Update</p> <ul style="list-style-type: none"> <li>- Any grants that fit for us?</li> </ul> <p>Registrar</p> <p>-</p> <p>AGM</p> <ul style="list-style-type: none"> <li>- Have board meeting after AGM</li> <li>- Can Peter Attend the AGM? He is finished his 4<sup>th</sup></li> <li>- Our bylaws should state what a year and term is. AGM to AGM?</li> <li>- Robyn to send out emails to each person coming due and see if they are still accurate and if they want their names to stand.</li> </ul> <p>Find out if Susan Girt would like to remain a board member- Her email address has changed.</p> <p>Training Materials Blessed and AGM- Training and new members would kick off 2024 on solid ground.</p> |
| 8   | Adjournment             | <p>Troy Herring moves to adjourn at 11:46 AM</p> <p>Seconded by Jamie Davis</p>   |



**NEXT MEETING SCHEDULED:  
Board of Directors: November AGM**