

## AAC Board of Directors Meeting

Monday, July 26, 2021  
1:00 pm Eastern Time

Facilitator: Todd Hall  
Chair: Kathy Prichard  
Attendees: Nicholas Addo, Bram Ashwell, Peter Beukema, Robyn Frizzell, Susan Girt, Duncan Hawkins, Brenda MacDonald, Shirley Neault,

Regrets: Rebecca Cameron, Jamie Davis, Michael Herald, Troy Herring, Sue Keane, Rosalie Martin, Travis Ritchie, Doreen von Gradulewski, Sunil Phool,

No.	Item	Details of Discussion
1	Approval of the Agenda	<b>Motion: To accept the agenda as written</b> Move the treasurers report down. Moved: Robyn 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 May 31, 2021 as written – Change the CSA standards Is to Will Be.</b> Moved: Robyn Seconded: Susan Opposed None, Abstaining <b>Motion Carried</b>  <b>Action Item: Robyn to remove change the water on the waste water from is to will be.</b>

4	Financial Update	<p>Treasurers Report and Projections- June</p> <p>1) Cash</p> <p>Bank balance on July 9, 2021 \$74, 013.38</p> <p>Deposits \$25.43</p> <p>Cheques and debits \$4, 140.67</p> <p>Closing balance July 9, 2021 \$69, 898.14</p> <p>Adjusted balance \$58, 657.60</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>4) Membership Count, as of July 9, 2021*</p> <p style="padding-left: 40px;">Current Membership count = 112</p> <p style="padding-left: 40px;">Memberships expiring December 31, 2021 = 98</p> <p style="padding-left: 40px;">Members expiring December 31, 2020= 14</p> <p>Projections- <b>-\$1, 417.00</b></p> <p><b>Motion: to accept the June 2021 Treasurers report as presented.</b></p> <p>Moved: Robyn    Seconded: Peter Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p>Treasurers Report and Projections- May</p> <p>2) Cash</p> <p>Bank balance on June 16, 2021 \$73, 883.75</p> <p>Deposits \$643.13</p> <p>Cheques and debits <b>-\$513.50</b></p> <p>Closing balance June 16, 2021 \$74, 013.38</p> <p>Adjusted balance \$77, 480.63</p> <p>5) Discussed details of Accounts Payable Listing/Cheque Listing Detail – Cheques written and not cleared</p> <p>6) Accounts Receivable Listing – Income not received, not deposited</p> <p>7) Membership Count, as of June 16, 2021*</p> <p style="padding-left: 40px;">Current Membership count = 111</p> <p style="padding-left: 40px;">Memberships expiring December 31, 2021 = 96</p>
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No.	Item	Details of Discussion
		<p>Members expiring December 31, 2020= 15</p> <p>Projections- \$5, 645.63</p> <p><b>Motion: to accept the May 2021 Treasurers report as presented.</b></p> <p>Moved: Robyn    Seconded: Bram</p> <p>Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p><b>Motion: Board to approve the addition of Kathy, Doreen and Duncan and signing authorities for the Association, and the deletion of Peter, Brenda and Rebecca.</b></p> <p>Moved: Peter    Seconded: Robyn</p> <p>Opposed None, Abstaining</p> <p><b>Motion carried</b></p> <p>Management Committee is seeking the approval for \$750.00 in seed money for the purchase of stock photos to use for the website, webinars, and training purposes</p> <p>Would it be open to all member? Todd said they would be available to anyone who had a case</p> <p><b>Motion: For a pre approval for \$750 for the purchase of stock photographs to use for the website, training and webinars.</b></p> <p>Moved: Bram    Seconded: Susan</p> <p>Opposed None, Abstaining</p> <p><b>Motion carried</b></p>

No.	Item	Details of Discussion
5	Strategic Direction	<p data-bbox="479 331 873 367">Strategic Planning Committee</p> <p data-bbox="479 382 1354 417">We need to strike up this committee and we need volunteers to join.</p> <p data-bbox="479 480 1511 613">Management Committee is currently looking after the strategic direction, and we would like to put the Strategic Planning Committee back in force. If anyone is interested in being a part of this committee to please let the Management Committee know.</p> <p data-bbox="479 680 1133 716">Time commitment may be a couple hours a month.</p> <p data-bbox="479 779 1446 848"><b>Action Item: Kathy to put out an email to see if anyone is interested in joining the strategic planning committee.</b></p>

**Reports from  
Committee**

Management Committee:

Committee has been working on the audit actions, including updating and creating new governance.

WOSHA:

No updates at this point. Duncan has requested a meeting with the PIR committee. Duncan sits on the Manufacturers Association Committee.

Conference Committee:

Conference contract is signed off for the Conference. Oak Island themselves has agreed to do a presentation.

Susan and Peter have agreed to be on the conference committee.

Sustainability reports and ESG reports have really exploded in the last few years. Could be a topic area for the conference.

Health and Wellness, Post COVID world, etc.

If anyone has any ideas please let Kathy know.

**Action Item: Kathy will send an email out with the topics from last year and ask for any additional topics people might want to see at the conference.**

AGM for Alberta Association for Safety Partnerships is coming up, and they are highly focusing on Mental Health in the Workplace.

IT/Website Working Group:

Kathy has been working on the website, and uploading documents. It should be releasing very soon. Kathy needs to make sure the finances work and the mass email works. She needs to get the images and she is looking for mid August release date.

		<p>Doreen has been having a lot of issues with Monaris, and we wont be using them wit the new website, as the website has financial providers that work. We can still link to Monaris, but Doreen is open to switching the payment system. Paypal or Assinupay (sp?), they are an Amazon function. Limitations- may not take credit cards from other countries, but we shouldn't have too many issues switching.</p> <p>We need to have the website function properly with the financial aspect prior to the go live release date. All functions cascade down from that issue, so it is top priority.</p>
		<p>Membership Committee: Likely no update until January or February of next year.</p> <p>ECO Certification Working Group Reported back to the board a few months ago, they decided to use an objective approach when dealing with current agreements.</p> <p>Financial stability is a focus and resecuring a spot on the certifications board.</p> <p>No meeting with ECO set at this time.</p> <p>Both groups have opportunities to step up and advertised as agreed upon. It is the intention to deal directly with the president.</p> <p>ECOs intention is to approve the recommendations of the certifications, they are wanting to see the wording of the communications out to our webinar.</p> <p>Webinar Committee: Sunil is the new chair of the committee. Looking at setting up a meeting next week,</p>

7	Other Business	<p>AGM</p> <ul style="list-style-type: none"> <li>- Need to pick a date</li> <li>- Nominations and Resignations</li> <li>- Review of board members and terms left</li> </ul> <p>Kathy will send out something next week for the AGM. We need 30 days notice. Kathy and Robyn need to coordinate the documents.</p> <p>Travis has resigned at the end of this month.</p> <p><b>Action Item: Robyn to gather all the terms of each member and years of service. An ask was made to have each member reach out and let MC know if you are at the end of your term and if you are standing or not.</b></p> <p><b>Action Item: The financials must be sent out to all members and be made top priority.</b></p> <p>Review action items</p> <p>No Student members- Discussion with ECO regarding student members.</p> <p>Set up controls for CHSMSA and coordination's on the payments. We will try to address this in the website.</p> <p>Remove Glenn from the strategic planning in the action plan.</p> <p>All domains have been renewed. Kathy to send out a survey to see which ones we want to keep and which ones we want to toss.</p> <p>Action Item: Kathy to send the website link to all board members.</p>
8	Adjournment	<p><b>Motion to Adjourn at 14:30 EST</b></p> <p><b>Moved: Shirley   Seconded: Robyn</b></p> <p><b>Approved</b></p>

**NEXT MEETING SCHEDULED:  
Board of Directors: Monday September 27, 2021**