



DRAFT - AAC Board of Directors Meeting Minutes

Monday June 27, 2022

1:00 pm Eastern Time

Facilitator Duncan Hawkins

Chair Duncan Hawkins

Attendees: Duncan Hawkins, Bram Ashwell, Sunil Phool (until 14:05), Kathy Pritchard, Nina Ostashek, Rebecca Cameron, Jamie Davis, Michael Herald, Troy Herring, Chit Lutchman, Shirley Neault, Nicholas Addo, Susan Girt, Todd Hall

Regrets: Peter Beukema, Robyn Frizzell, Renee Morais,

No.	Item	Documentation / Items for Discussion
1	Approval of the Agenda	Motion to accept the agenda as written Moved Michael Second Bram Opposed None, Abstain None
2	Declaration of Conflict of Interest	None Declared
3	Approval of the Previous Minutes	Two changes requested Page 5 change the word carrier to career, and strike the second bullet under webinar that reads keep the webinars free... With the above noted changes motion to approve the amended draft minutes May 30, 2022 Moved Bram Second Rebecca Opposed None, Abstain None



No.	Item	Documentation / Items for Discussion
4	Financial Update	<p>Treasurer's Report and Projections – 2022 May Treasurer's Report"</p> <p>Treasurer's report:</p> <p>Cash</p> <p>Balance as on June 3, 2022 \$18, 464.73 Cheques and debits -\$900.48 Deposits and Credits \$1,200.48 Closing balance \$18,764.73 Adjusted balance \$18,671.14</p> <p>Year end Projection (no change) deficit \$14,019.43 (without conference revenue)</p> <p>Motion to approve May Treasurer's report as presented</p> <p>Moved Nina Seconded Bram Opposed None Abstaining None</p> <p>Nina raised issue of closing Moneris Account. The Board agreed and tasked Nina to proceed with closure.</p> <p>Bell Voice mail issue raised – as we don't use it, we should look into cancelling it.</p> <p>Moved Bram Seconded Kathy</p> <p>HVGP Report</p> <p>To be summarised and sent to the board by the treasurer, for review, comment and approval. Response date July 3 2022.</p>



No.	Item	Documentation / Items for Discussion
5	Strategic Direction	<p>Strategic Direction Committee – No updates per Todd</p> <p>MOU Gaps and Action Plans – Status of MOU discussions with CSSE summarised by Todd; ECO MOU is part of a broader discussion that is being managed by the ECO working group.</p>



No.	Item	Documentation / Items for Discussion
6	Reports from Committees	<p>Management Committee – action items reviewed by Duncan. Finances discussed. Excess domains to be investigated in Q3. For this year we will retain the domains that we currently have. We need to consider getting a PayPal account.</p> <p>WOHSA – No Update per Duncan</p> <p>Conference update</p> <p>Conference Committee - the immediate need to for additional presenters and workshop instructors was identified. Ideas generated for the conference committee included: Oak Island Safety – potential contacts include the owner operator of salty Dog tours, as well as Charles Barkhouse (Tyler’s relative); Green Marine Verification (Michael to investigate); Food Quality Tracking Dalhousie Professor (Kathy); Micmac (Twila?) Kathy to provide new contact name (Derek Peters?); Drone Company (Todd to contact); Jonathan Nimonik – Workshop on security of digital information (workshop?) Kathy</p> <p>Paulette Hall?</p> <p>Environmental Lawyer Mark Dunning cant attend but gave two alternate names? Susan?</p> <p>Michael raised the question of compensation for presenters. It was stated that no compensation is available however they attend the conference the day of their presentation at no cost.</p> <p>The issue of offering affiliate members AAC member rates for conferences and webinars was discussed.</p> <p>Cancellation Policy – board will be sent the cancelation policy for review by Duncan. If acceptable it will become the policy that is applied to this conference.</p> <p>Motion</p> <p>To extend the AAC membership rates to affiliates specifically the CSSE, ECO Canada, and AOSSA for webinars and conferences until year end 2022, or revision of the current MOU whichever comes first.</p> <p>Moved Kathy</p> <p>Second Bram</p> <p>Opposed None Abstaining None</p>



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		<p>Membership Committee</p> <p>Michael/Jamie – 98 current members. They were able to prompt 9 of 19 to renew. The remainder have been flagged as having lapsed membership. Michael suggests that we target registrar auditors for membership.</p> <p>Those with CHSMSA designation are to be contacted by Eldeen to remind them that in order to use the CHSMSA designation that their membership must be in good standing.</p> <p>ECO Certification Working Group</p> <p>No update</p> <p>Webinar Committee</p> <p>Peter is scheduled to present Part II of the Regulatory Grey areas webinar Todd is scheduled to record both the ECO Auditor Qualifications Update and BoD accountabilities webinars. Brenda's webinar on ISO 14001 may be better to be a conference presentation.</p> <p>IT/Website Committee</p> <p>Kathy appealed for blog content – 2-3 paragraphs, needs to stay fresh. Shirley may have one on TC 207 and Canada's position re updating the standard. Bram's election as 2nd VP will be posted.</p> <p>CHSMSA links to governance re-established.</p>
7	Other Business	<p>Review action items; Several actions coming from the meeting including reviewing domains, cancelling Moneris, reviewing Bell voice mail, and reviewing the HVGP report.</p> <p><u>No new business.</u></p>



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8	Adjournment	Michael moves to adjourn Seconded by Kathy

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