



## DRAFT - AAC Board of Directors Meeting Minutes

~~November 28, 2022~~

December 5, 2022

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

Regrets: Sunil Phool Peter Beukema, Robyn Frizzell, Renee Morais, Kathy Pritchard, Rebecca Cameron, Chit Lutchman, Nicholas Addo, Susan Girt

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>With the above noted changes motion to approve the amended draft minutes May 30, 2022</b>  Moved Bram Second Rebecca Opposed None, Abstain None



<p>4</p>	<p>Financial Update</p>	<p>Treasurer's Report and Projections – 2022 Oct Treasurer's Report"</p> <p>Treasurer's report:</p> <p>Cash</p> <p>Balance as on Nov 14, 2022 \$39, 282.27 Cheques and debits \$3, 173.95 Deposits and Credits -\$2, 691.78 Closing balance \$39, 784.44 Adjusted balance \$24, 332.91</p> <p><b>Motion to approve October 2022 Treasurer's report as presented</b></p> <p>Moved Robyn Seconded Bram Opposed None Abstaining None <b>Carried</b></p> <p>Bell Media- See where we are financially in the new year before we buy it out. Action Item: Duncan to reach out to Rebecca.</p> <p><b>Motion to carrier this out this conversation on Bell Media in the new year</b></p> <p>Moved Bram Second Robyn Opposed None Abstaining None <b>Carried</b></p>
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5	Strategic Direction	<p>Strategic Direction Committee – No updates – It has been quiet since Todd has resigned as Executive Director</p> <p>We are not having a conversation with CSSE at this time until we have an updated MOU</p>



<p>6</p>	<p>Reports from Committees</p>	<p>Management Committee – We have met 2 weeks ago – We still do not have a copy of our Training Program from Todd.</p> <p>Sunil suggests we don't pay Todd until we get the training program.</p> <p>It was asked why he is refusing to give it up? – Duncan stated we are not really sure. There are some review issues with some of the contracts. We have been requesting for quite some time and has not yet happened.</p> <p>Currently we do not have access to our own course material. Todd is no longer a paid employee of the AAC. There is no course currently to make him an approved trainer of the course.</p> <p>We can request a document in writing that the training program and AAC materials be returned to the AAC.</p> <p>The contract was reviewed and provided feedback, but the timeline didn't match up and he wanted it approved before the board meeting- which Duncan refused.</p> <p>The instructor is paid for meals, time, accommodation, and vehicles. The original course was to be set to be scheduled last week.</p> <p>Peter suggests we send him a diplomatic written letter asking the materials be returned, with a timeline.</p> <p>We need a back up as a trainer for the course materials.</p> <p>Have we reached out to ECO for trainers?</p> <p>Added the other two ISO series could be a good revenue stream.</p> <p>Do we need to consider doing a web based virtual based course.</p> <p>Troy is currently taking an online course that is enjoyable. Alternative methods need to be looked at.</p>
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Michael- Can we look at a hybrid model.

**Motion to Send an official letter to Todd requesting the return of all AAC materials and documents from AAC.**

Moved Sunil

Second Michael

Opposed None Abstaining None

**Carried**

Webinar committee to take the task of delivering current training course.

WOHSA –

Nothing to update- There could be a direct competitor for 45001. This is a political thing that is happening. Duncan is waiting on details from Alberta OHS. Moving to a National COR process. Also waiting to hear more from Certifying Partners.

Conference Committee -

Lessons learned did happen over the last conference committee meeting. Duncan will supply the minutes. There is a plan to have a virtual conference in 2023 and then an in-person conference in 2024. The time and dedication needed for an in-person conference. Time for planning and number of people planning that requires for both is the reason for the change.

Historically next conference should be slated for Toronto, or Ontario area.

**Motion to plan for the 2024 conference to occur in the Greater Toronto Area.**

Moved Peter

Second Michael

Opposed None Abstaining Sunil.

**Carried**

Membership Committee-



No.	Item	Documentation / Items for Discussion
		<p>Michael and Jamie have been in touch with Kathy on getting membership info off the website. Projected budget in 2023- We are looking for 5 new members. Sending a reminder about memberships being due at the end of the year. In the new year they will start the follow up.</p> <p>Duncan to follow up on the AAOSA group for Membership.</p> <p>ECO Certification Working Group- No information or update</p> <p>Webinar Committee- Going to be meeting in December. On the Agenda will be the 45001. Other thing being proposed is developing series of 1 or 2 hour webinars where subject matter is on ISO elements that can be harmonized between all 3 ISO series. Risk assessment course went off successfully. Peter thought the course was great.</p> <p>IT/Website Committee One of the things Duncan will ask is that training occurs with major people working on the website. Such as uploading the documents on the website. All AAC documents will be available to all stakeholders on the website in 2024. They should develop governance over website and social media accounts.</p>



No.	Item	Documentation / Items for Discussion
7	Other Business	<p>Budget</p> <p>The budget was sent out.</p> <p>The format was changed. A spreadsheet has been sent out and shows you the budget and a column will be added for each month so Month to Month can be seen on one document.</p> <p>Peter- the details need to be accessible if possible. Supporting documentation or an asterisk to note anything that seems out of wack.</p> <p><b>Action item: Connect with Nina on the CEBA Repayment plan as an extension letter may have been sent out.</b></p> <p><b>Motion to approve the projected 2023 budget as presented. With the addition of the Oaken GIC and CEBA Payment noted.</b></p> <p>Moved Robyn Second Bram Opposed None Abstaining None <b>Carried</b></p> <p>Calendar for Approval <b>Motion to approve the 2023 Meeting Calendar</b></p> <p>Moved Robyn Second Bram Opposed None Abstaining None <b>Carried</b></p>
8	Adjournment	<p>Michael moves to adjourn</p> <p>Seconded by Peter</p>

**NEXT MEETING SCHEDULED:**

Auditing Association of Canada  
L'Association canadienne de vérification



## **Board of Directors: January 23, 2023**