



DRAFT - AAC Board of Directors Meeting Minutes

March 27, 2023
1:00 pm Eastern Time

Facilitator Bram Ashwell
Chair Bram Ashwell

Attendees:, Bram Ashwell, Nina Ostashek, Jamie Davis, Michael Herald, Troy Herring, Nicholas Addo, Robyn Frizzell, Peter Beukema, Kathy Pritchard, Rebecca Cameron, Shirley Neault, Susan Girt, Chit Lutchman,

Regrets: Duncan Hawkins, Renee Morais, Sunil Phool,

No.	Item	Documentation / Items for Discussion
1	Approval of the Agenda	Motion to accept the agenda as written Moved Robyn Second Michael Opposed None, Abstain None Carried
2	Declaration of Conflict of Interest	None Declared
3	Approval of the Previous Minutes	Approve the minutes from January 23, 2023 Moved Robyn Second Bram Opposed None, Abstain None Carried



No.	Item	Documentation / Items for Discussion
4	Financial Update	<p>Treasurer's Report and Projections – 2023 Feb Treasurer's Report”</p> <p>Treasurer's report:</p> <p>Cash</p> <p>Balance as on February 28, 2022 \$39, 390.18 Cheques and debits - \$4, 168.05 Deposits and Credits -\$1, 107.70 Closing balance \$42, 450.53 Adjusted balance \$42, 049.38 Projected: 2023 \$1, 295.54</p> <p>Has sent letters for Duncan's signature. There is an email from Bell that Nina will look into. Will fix the maturity date from 2022 to 2023 on the GIC. Commercial Insurance sent out something for April- Nina has sent it out to Duncan for Approval. CEBA loan is separated. Budget is determined on membership and courses. We are looking at additional training courses in the works.</p> <p>Motion to approve February 2023 Treasurer's report as presented. Moved Nina Seconded Peter Opposed None Abstaining None Carried</p>
5	Strategic Direction	<p>Strategic Direction Committee</p> <p>- Nothing to update</p>



<p>6</p>	<p>Reports from Committees</p>	<p>Management Committee –</p> <ul style="list-style-type: none"> - No update <p>WOHSA –</p> <ul style="list-style-type: none"> - No update on Hold. <p>Conference Committee -</p> <ul style="list-style-type: none"> - Chit has volunteered to help with a virtual conference. - Create a Virtual Conference Committee for 2023 - Create a Conference Committee for 2024 - Action Plan: Robyn to Send out Request Email. <p>Membership Committee-</p> <ul style="list-style-type: none"> - Sunil is still working on the business plan for the grants. He will submit it next week to Michael and Jamie - Peter and Susan will both support the group but unable to chair as they are retiring. - Kathy has sent a list of the people that need a call for renewal. - Michael and Jamie will split up the numbers and start working. - 72 have paid. 22 outstanding. Retired are not included on the call list. - Susan had reached out to ECO and they have granted her Emeritus Status. – No audit records or professional development. They still get to retain the designation until expiry. - Action: Should the AAC have a Retirement Membership Fee. - Action: Michael and Jamie will make calls and report next weekend. - Nina had someone reach out for CHSMSA- she will direct them to the registrar - Do we have a “Kill Date” for late fees. Let’s see how Michael and Jamie make out with their calls. - End of April for late fees. <p>ECO Certification Working Group-</p> <ul style="list-style-type: none"> - Sunil requests to be on this committee. - No update <p>Webinar Committee-</p> <ul style="list-style-type: none"> - No update but will touch base when they have an update. <p>IT/Website Committee</p>
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		<ul style="list-style-type: none">- Changed the address, and phone numbers on the website.- Bram and Kathy will create a new LinkedIn account this week. Will also work on making Twitter more visible.- All the documentation for CHSMSA and PEA all have Todd as the main contact. All docs and forms give his address. Those have not been changed but it is something we will need to consider.- Most of the forms get mailed in manually. They will go to Todd's address at the moment.



7	Other Business	<p>Sunil felt cut off from his position of VP- he would like to see Corrective Actions and an Action Plan.</p> <p>He felt unincluded from decisions and conversations pertaining to the ED and Registrar.</p> <p>Peter Suggested talking offline with Duncan.</p> <p>Peter Suggested communicating the desire to leave the VP position in an email.</p> <p>Lead Auditor Training Program</p> <ul style="list-style-type: none">- We had it previously scheduled in Alberta and have had to cancel twice. Numbers have only been 3 or 4 people.- Michael suggests we update internally first instead of paying Todd.- Virtual needs to be our direction.- Peter has volunteered to look at a few slides.- Michael has volunteered.- Motion to internalize the current slides and update over the next 6 months to get the course ready for teaching virtually. <p>Moved Peter</p> <p>Seconded Michael</p> <p>Opposed None Abstaining None</p> <p>Carried</p> <ul style="list-style-type: none">- We will need to confirm what it means to make it virtual. How interactive will it be.- Real time polling available on Callbridge. <p>Grant Update</p> <ul style="list-style-type: none">- Jamie- BC grant that looked promising, 2/3 of the board had to be based in BC.- Services out there that will link us up with funding. One on Ontario Provincial Website “Funding Portal”. They will match and prepare the application. The subscription fee is 30 dollars/month. A one-year commitment. (\$400.00). Jamie will do the demo. Do they have reviews or testimonials. Funding Portal.com.- Members can look out and if we are in agreeance, we will send a vote via email.- Jamie will send the info to Bram.- Add to Management Committee Meeting next meeting. <p>Registrar</p> <ul style="list-style-type: none">- Pending meeting with Eldeen the first or second week of April.
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		<ul style="list-style-type: none"> - The ED did have duties with regards to reviewing some of the items with the Registrar. - For now lets put Duncan and Bram. - Motion to update the existing CHSMSA and PEA documentation to reflect a new address and phone number to remain consistent with the website. President and Vice President as the contact people on the forms. Kathy will edit it and have a new version up by next Monday. <p>Moved Kathy</p> <p>Seconded Nina</p> <p>Opposed None Abstaining None</p> <p>Carried</p> <p>Peter- Departure of Sunil- Bram is the 1st VP. We will need to have a 2nd VP. AGM projected for the Fall.</p> <p>Kathy- We will need to refresh the look of the website- Ideas are welcomed, or feedback please email.</p> <p>Thank you Robyn for Chairing the Meeting.</p>
8	Adjournment	<p>Peter moves to adjourn</p> <p>Seconded by Kathy</p>

**NEXT MEETING SCHEDULED:
Board of Directors: May 29, 2023**