

CGPA Board Meeting Minutes June 9, 2014

Jackie Kinley, Kas Khorasani, Stephen Gillies, Joan Dianne Smith, Ken Schwartz, Wendy Wildfong, Jane Mitchell, Janice Popp, Lois Goodman, Colleen Wilkie, Maureen Coleman

First Stage: Doug Rosser, Jessica Kerr

Regrets: Ward Yuzda

Agenda: 1. Nomination and Election of Board Executives

2. Nomination and Selection of Committee Chairs

3. Discussion of Communication Process

4. Conference 2015 – Location, Dates (length of conference)

1. Welcome to new board members

2. Brief discussion of conference 2014, successful although final financial numbers not yet completed.

3. Board of Directors: documents have been distributed- reviewing terms of reference for the board (developed by Stephen and Jackie), “6 Standing Committees and Executive “ (developed by Kas).

4. Discussion of changes to VP position resuming the position of presidency as Kas will be taking a sabbatical and will out of country January –September 2015.

5. Nominations and elections:

A. Moved by Kas Khorasani and Seconded by Maureen Coleman: Joan Dianne Smith for the position of President (June 2014 – Sept 2015) . All in favor, motion passed

B. Moved by Colleen Wilkie and Seconded by Janice Popp: Kasra Khorasani for the position of Treasurer (June 2014 – January 2015), (Maureen Coleman will cover the remaining 5 months for Kas sabbatical) . All in favor, motion passed.

C. Moved by Maureen Coleman and Seconded by Janice Popp: Colleen Wilkie for the position of Secretary (June 2014 – June 2015)

D. Kas Khorasani will remain in position of Vice President and Jackie Kinley will resume position of Past President.

6. Agenda continued with Colleen Wilkie as Secretary ,Joan Dianne Smith in chair.

2. Nomination and Selection of Committee Chairs

- see document attached to agenda: June 3 2015 Committees Kas.doc
- Kas provided overview of document
- agreement of four standing committees with Board Policy and Finance/Operations being under Board functions
- Four standing committees:
 - a) Conference/Academic (program)
 - agreement that Conference chair is the Academic chair
 - Co-chairs: Maureen Coleman and Janice Popp
 - Kas to co-chair 2016-2017

 - Local Organizing Committee – subcommittee
 - Co-Chairs: Wendy Wildfong (Board Member), Karen Feinstein, Marta Novak
 - b) National Training Committee
 - Chair: Jackie Kinley
 - c) Membership Committee
 - Co-chair: Kas Khorasani
 - d) Marketing/Communication Committee
 - Co-chair: Kas Khorasani and Jane Mitchell

3. Discussion of Communication Process

- postponed, insufficient time this meeting

4. Conference 2015 – Location, dates, length of conference

- Location – Toronto – ish
- Length of conference – 3 vs. 4 days
 - 3 days – Doug reported that he is projecting the 2014 conference will break even pending receipt of final bills, there is a financial savings if have conference over fewer days (fewer conference rooms needed and are at higher capacity)
 - consideration of cost for travel and time off work – Jessica reported 80% of attendees at 2014 conference were from Toronto
 - 4 days – need to consider sufficient time for training
- Dates
 - co-locating with another organization will allow us to piggyback on advertising costs
 - Molyn is available first week of May for training
 - a more conservative approach is to keep conference as is for one more year and then consider collaborating with other organizations the following year
- Decision
 - insufficient time to make decisions today
 - need to make decisions in 2-3 weeks to meet critical dates for conference planning
 - additional Board meeting for June 23, same time
 - Janice Popp and Maureen Coleman will not be able to attend, will forward comments to Joan-Dianne Smith

- Colleen Wilkie to initiate and collate email discussion regarding pros and cons of above for June 19

Upcoming Board Meetings:

- June 23 – conference planning
- July 14 – regular meeting

- BC-2 pm, AB-3 pm, MB-4 pm, ON-5 pm, NS-6 pm
- Call in: 1-888-289-4573, code: 6249550#