

CGPA Board Meeting Minutes - Final

Date: August 11, 2014

Attendance: Maureen Coleman, Stephen Gillies, Lois Goodman, Kasra Khorasani, Jane Mitchell, Janice Popp, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie, Ward Yuzda

From First Stage: Jessica Kerr, Doug Rosser

From Endeavour: Conrad Lochovsky, Aaron Murray

Regrets: Jackie Kinley

President/Chair: Joan-Dianne Smith

Secretary: Colleen Wilkie

Minutes:

Minutes of July 14, 2014 meeting approved as circulated. Joan-Dianne reported that she and Jackie plan to meet soon to discuss about submitting proposals for experiential groups.

Brief reports from relevant committees:

1. Relationship with Foundation (Stephen)

Stephen reported that he had emailed Linda Goddard about a week ago to talk about the relationship between CGPA and the Foundation and is waiting for a reply.

2. Financial update (Doug)

Doug reviewed the Profit and Loss Statement (January through July 2014), and Balance Sheet (as of July 31, 2014) documents included with the agenda.

Profit and Loss: Doug reported that membership has increased by 22% (total membership fees), national training showed a net gain of \$1,483.30, we don't have the strategic planning costs of about \$10,000 this year, and we have a year-to-date surplus of \$4,820.98. Doug stated he expects us to break even by the end of the year unless there are more training events bringing in more income. He recommended the board increase membership to increase income.

Balance Sheet: Doug reported that we have a good cash flow with a net worth of \$31,092.20. This doesn't include the money expected (about \$6000) from the closing of the Toronto section, which will be considered an asset and not income.

Recommendation: Doug recommended a financial target to increase our equity to over \$40,000.

Closing of Toronto section: The board supported the money being designated to training as per the old Toronto section's request.

Action: A) A thank-you letter to be sent to the old Toronto section acknowledging the board's gracious acceptance of the funds which will go towards training. Board members with Toronto contacts were asked to check their contacts to determine the appropriate person to receive this letter from the board.

B) The Training Committee was asked to decide what would be the best way to use these funds.

3. Communication/Marketing Committee (Jane, Kas)

Jane reviewed the Terms of Reference document included with the agenda, describing the items as a balance between structure and flexibility.

Action: The board is in agreement that this document can be placed on the website.

4. Membership Committee (Ward, Kas)

Ward reviewed the Terms of Reference document included with the agenda and received support for the increased structure this provides.

Action: The board is in agreement that this document can be placed on the website.

5. Conference Planning Committee (Joan-Dianne on behalf of Maureen, Janice, Wendy)

Joan-Dianne reported that the Conference Planning Committee met yesterday (with Wendy as board chair of the Local Organizing Committee, and Maureen and Janice as co-chairs of the Academic Sub-Committee). She clarified her role as an overall bridge and co-ordinator of the LOC and Academic sub-committees; a “humble conference chair”. She reported that the Conference Planning Committee is underway to building on last year’s conference and will be meeting with First Stage on August 14 with a further report at the next meeting.

Full report and discussion: Endeavour (Kas, Jane, Jackie)

Conrad Lochovsky and Aaron Murray reviewed the document (Mid-Project Update – Results of Conference and Board Surveys, August 11th, 2014) provided to board members before the meeting. Please see report for details. There was active discussion of the findings and the board was appreciative of the informative report.

Action:

a) Endeavour will provide recommendations to Kas, Jackie, and Jane over the next few months and prepare deliverables.

b) Aaron Murray requested board support for an expanded scope from a focus on communication strategy to marketing. This will be placed on the agenda items list for next meeting.

Potential agenda items for next meeting:

1. Endeavour’s request for support to expand the project’s scope
2. Conference planning
3. Chairing October meeting in Joan-Dianne’s absence

Next meeting:

Monday, September 8

BC-2 pm, AB-3 pm, MB-4 pm, ON-5 pm, NS-6 pm; please try to attend five minutes to the hour

Call in:

Local: 1-416-764-8610

Toll free: 1-888-884-4539

Code: 8744408#