

## **CGPA Board Meeting Minutes - Final**

**Date:** January 12, 2015

**Attendance:** Maureen Coleman, Stephen Gillies, Lois Goodman, Jackie Kinley, Jane Mitchell, Janice Popp, Joan-Dianne Smith, Ken Schwartz, Colleen Wilkie, Ward Yuzda

**From First Stage:** Doug Rosser (regrets – Jessica Kerr)

**Regrets:** Kasra Khorasani, Wendy Wildfong

**President/Chair:** Joan-Dianne

**Secretary:** Colleen Wilkie

### **Supplemental Documents:**

Foundation Relationship R3.docx

CGPA Membership 12-15-2014 (1).xlsx

Potential board meeting dates for 2015.docx

MEMORANDUM May 7, 2014 (1).docx

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### **Minutes:**

The minutes from the December 8, 2014 board meeting were reviewed and accepted.

### **Brief reports from relevant committees:**

**1. Information on the web (Colleen).** Tabled to February meeting.

**2. Toronto monies and June 9, 2014 meeting (Doug, Joan-Dianne, Maureen).** Tabled to February meeting.

**3. Foundation relations (Joan-Dianne & Stephen).** Joan-Dianne reviewed the document she prepared and circulated to the board, stating that this draft includes feedback from Stephen and Linda Goddard, Foundation President. Board members were encouraged to send suggestions for further revisions to Joan-Dianne and Stephen; they will also request further input from the Foundation. To be reviewed again at the February meeting.

**4. Endeavour (Jackie).** Jackie reminded the board that Endeavour's final report to the board was reviewed last month and is currently being reviewed in more detail at the committee level. She requested the board's support in making an honorarium of \$1000. This amount is consistent with the donation for the last project, the board as in agreement that it provides value for money, and after a brief update by Doug on our current finances the board decided we could afford this expenditure. Moved by Jackie and seconded by Jane: To provide an honorarium of \$1000 and a note of thanks to Endeavour for the last round of assistance. Jackie to send a memo to Doug regarding this request and Endeavour contact information.

Jackie also requested a representative of CGPA to participate in a meeting at Endeavour on January 20 to provide information about the experience of an Endeavour client. Jackie to send the request to attend this meeting to Joan-Dianne and Terry Simonik.

**5. In the Loop (Jane).** The board expressed its appreciation to Jane and Rowan Sharkey (In the Loop editor) for the latest In the Loop issue and its new format. Board members were encouraged to provide

Jane with ideas for content. Joan-Dianne recommended: a) conference, b) interview with Alan Shepps, the new ETG consultant, c) invitation for nominations to the board.

Jane updated the board on recent Marketing and Membership Committee discussions about the possibility of monthly emails to members. She stated that the In the Loop is sent to members quarterly. After discussion about staffing resources, average number of emails received, and preference to direct members to the website instead of sending members of information, the board decided to send information emails to members on an as-needed basis.

**6. Membership update (Doug).** Doug reviewed the document circulated to the board, stating that we have had 12 renewals to date.

**7. Board meeting dates for 2015 (Colleen).** Colleen reviewed the document circulated to the board. The board meeting dates for 2015 as documented were accepted with the addition of May 6 and 9 board meetings scheduled during the conference instead of a teleconference meeting in May.

**Full report and discussion:**

**1. Board (Joan-Dianne). Current changes:** Joan-Dianne reported that Ken has agreed to be Treasurer in Kas's absence. *Motion (moved by Maureen, seconded by Jackie) that Ken Schwartz be Treasurer; carried.* She also reported that Janice is resigning as of today. Janice stated that recent and ongoing personal commitments preclude her ongoing involvement as a board member. She was thanked by the board for her contributions and substantive work on the conference program. Joan-Dianne reminded the board for the need of a process for outgoing board members that includes a thank-you for contributions made as well as an exit interview.

**Future development:** Stephen reviewed the document circulated to the board. By 2016 one third of the board should rotate annually. In May 2015 we need to fill four board positions to replace the four board members leaving: Janice, Maureen, Lois, and Jackie. Stephen reminded the board that at the AGM nominations received are presented to the members in addition to receiving calls from the floor. He reminded the board about feedback about last year's AGM to encourage more member participation. Colleen agreed to chair the Nominations Committee. Joan-Dianne and Jane will work with Colleen in preparing information for the membership regarding the nominations process and a description of board member functions.

**2. Conference (Joan-Dianne). 2015 Conference:** Maureen reported that the steering committee is on track and they are in the process of sending out confirmation letters to presenters. The local arrangements committee meets January 16.

**2016 Conference:** In preparation for discussions on location, Doug was asked a) about First Stage's support if the conference is outside Toronto, b) what costs the board needs to consider regarding different venues. Doug informed the board that most of their conference work is electronic, so costs in different conference locations would be similar. The primary difference would be that Jessica would travel to the conference location to provide registration support. East and west coast locations were considered, as well as the possibility of a cruise from Vancouver. Regarding cost decisions, Doug will prepare a spec sheet with points to consider regardless of location (e.g., air fare to location, typical number of meeting rooms needed) and forward to the board for discussion at the February meeting.

**Potential agenda items for next meeting:**

- Information on the web (Colleen)
- Toronto monies and June 9, 2014 meeting (Doug, Joan-Dianne, Maureen)
- Foundation relations (Joan-Dianne & Stephen)
- 2016 Conference location - spec sheet (Doug)

**Next meeting:**

**Monday, February 9, 2015**

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:**

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