

CGPA Board Meeting Minutes - Final

Date: March 9, 2015

Attendance: Maureen Coleman, Stephen Gillies, Lois Goodman, Jackie Kinley, Jane Mitchell, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong

From First Stage: Jessica Kerr, Doug Rosser, Sue Munro

Regrets: Kasra Khorasani, Colleen Wilkie, Ward Yuzda

President/Chair: Joan-Dianne Smith

Secretary: Stephen Gillies

Supplemental Documents:

CGPA Board Minutes February 9, 2015

CGPA Board Minutes September – November 2014

Foundation Relationship Final.doc

Nomination Application (one)

Profit and Loss Statement January to February 2015 with prior year comparison

Income Statement/Profit and Loss Statement for the Year ending December 31, 2014 with prior year comparison

Actual v.s. Budget Comparison for the Year ended December 31, 2014

Balance Sheet as of December 31, 2014 with prior year comparison

Minutes:

The February 9, 2015 minutes were approved with the notation that a chair of the archives committee is needed in the absence of Kasra Khorasani.

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Following discussion it was moved by Wendy Wildfong and seconded by Jane Mitchell that:

A set of Minutes be made available in the member's area on the Association's website, which Minutes to be redacted as required to protect any confidences arising from third party contracts, employee matters and the like.

CARRIED.

Brief reports from relevant committees:

1. Toronto Monies: Doug Rosser reported that the Toronto monies in the amount of \$5,880.00 have now been received from the bank and deposited into the Association's account.

These funds have been earmarked for training and recorded as a liability in the Association's accounts.

Joanne-Diane Smith will send a letter to the last director of the Toronto group expressing the Association's appreciation for the group's assistance and support and advising that the funds are designated for training.

2. Foundation relations: Joan-Dianne reviewed the draft document "Foundation Relationship" earlier circulated to the board. Following discussion with respect to the merits of including the bylaws of each organization as an appendix to the draft and receiving the report from Joan-Dianne Smith that the

Foundation proposed leaving the draft document as circulated, it was moved by Stephen Gillies and seconded by Jane Mitchell that:

The draft document "Foundation Relationship" be approved as circulated without amendment.

CARRIED.

3. 2015 Conference Location: Doug Rosser and Sue Munro reported that the Chestnut Park Hotel advised that it will be undergoing renovations during the 2015 conference dates. Doug has obtained a favourable quote for the conference from the Hilton Doubletree Hotel, which is immediately across the road from the Chestnut park Hotel. Doug advised that the facilities are comparable in size with the breakout rooms somewhat small than those at the Chestnut, the rooms and common areas of the hotel are superior and that the Association would not be required to commit to a minimum number of hotel rooms. There is a cost reduction relative to the Chestnut, based on a minimum of 60 attendees.

Following discussion, it was Moved by Wendy Wildfong and Seconded by Maureen Coleman that:

Doug Rosser be authorized to enter into a contract on behalf on the Association with the Hilton Doubletree Hotel for the rental and provisioning of the 2015 annual conference.

CARRIED.

4. 2015 Conference Program Steering Committee: Maureen Coleman reported that the Committee has prepared the conference registration brochure, and online and onsite registration processes are in place and with the change of venue to the Doubletree hotel now confirmed will be released this Thursday.

Wendy Widfong reported that the committee is gearing up for advertising pending the opening of registration and that the committee is turning its attention to local arrangements for an informal gathering as well as the Toronto subgroup dining experience pending registration numbers.

5. 2016 Conference location: The directors received the interim verbal report of the 2016 conference working subgroup. Doug Rosser, Sue Munro, Jackie Kinley and Joanne-Diane Smith met via teleconference last week and are continuing their discussions with respect to the location of the 2016 conference with a view to coming back to the Board with a location and facility recommendation.

Doug Rosser has canvassed availability and cost of conference facilities in 6 locations – 3 in the West and 3 in the East and has already received some replies. The directors discussed generally the advantages and disadvantages of holding the conference in a non-Toronto location. With respect to possible locations in the East, Ward Yazuda suggested to Joanne-Diane Smith that feedback he has received suggested that Halifax is the preferred eastern location. With respect to possible locations in the West, Vancouver was suggested as the most ideal location.

Action Required: Joanne-Diane Smith obtain the historical conference attendance numbers and feed these to the 2016 Conference working subgroup.

Doug Rosser will report back to working subgroup with respect to the results of his enquiries regarding facility availability and cost.

5. Nominations Committee: Joanne-Diane Smith, Colleen Wilkie and Jane Mitchell met via teleconference last week. They reported that they are seeking to propose a slate of nominees that are inclusive geographically and balanced across professions. The Association's website provides a mechanism via which nominees may be proposed and one nomination has already been made.

A request for nominations will be included in the next edition of "In the Loop" later in February.

The Nominations Committee will also send via email to the membership a call for nominations and report back at the next meeting of the Board.

6. Finances: Doug reviewed the documents circulated to the board, in particular the Actual to Budget document.

It was moved by Ken Swartz and seconded by Jane Mitchell that the Financial Statements be accepted as circulated.

Following discussion, it was agreed by consensus that consideration of the financial statements be deferred to the April meeting of the directors pending circulation to all directors.

MOTION DEFERRED.

7. Archives: It was suggested that enquiries be made of former presidents, newsletters editors and others with a request to identify and transfer Association documents that would be appropriate to archive in one central location i.e. the offices of First Stage. Joanne-Diane will contact a number of past presidents in this regard.

9. Future meeting dates: Reminder – the July meeting of directors will be held July 20, 2015.

Potential agenda items:

- Nominations Committee
- Conference Program Committee
- 2016 Conference working group
- Finances: a) approve 2014 year end report b) approve 2015 budget, c) consider registering for HST
- 2016 conference location subcommittee

Next meeting: April 13, 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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