

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

**Date:** April 13, 2015

**Attendance:** Maureen Coleman, Lois Goodman, Jackie Kinley, Jane Mitchell, Joan-Dianne Smith, Ken Schwartz, Wendy Wildfong, Colleen Wilkie, Ward Yuzda

From First Stage: Jessica Kerr, Doug Rosser

**Regrets:** Stephen Gillies, Kasra Khorasani

**President/Chair:** Joan-Dianne Smith

**Secretary:** Colleen Wilkie

### **Supplemental Documents:**

Draft minutes from March 9, 2015 meeting

Four board member applications

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**Minutes:** Correction to Item 4, second paragraph to read “. . . an informal gathering as well as a Toronto subgroup dining experience pending registration numbers.” *Motion (moved by Maureen, seconded by Wendy) that the minutes from the March 9, 2015 meeting be approved as corrected. Carried.*

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

**a) May board meeting at conference:** Joan-Dianne asked who would be attending the board meeting. All members stated they would attend with Jane providing information about her availability at a later date.

**b) Amount of monies for Molyn’s presentation:** Action: To be discussed at the Steering Committee meeting April 15.

**c) Anne Oakley health update:** Joan-Dianne updated the board about Anne Oakley’s health and informed the board that she sent flowers, a card, and best wishes on the board’s behalf. Joan-Dianne stated that Anne is currently at Mt. Sinai Hospital and would appreciate phone calls from those she knows on the board.

**d) John Salvendy – recommendation for Distinguished Fellow:** Ward reported that Allan Sheps requested the board consider John Salvendy to be recommended for Distinguished Fellow. *Decision: The board is in support of acknowledging John’s significant contribution to CGPA and provided approval in principle of his becoming Distinguished Fellow pending clarity regarding logistics and process for handling this request.* Action: Maureen will chair the subcommittee which will include Stephen, Ken, and Allan Sheps. The subcommittee will determine how best to proceed with this request.

**e) Archives subcommittee:** Action: Tabled to next meeting.

**f) National Training Committee – update and recruiting new chair:** Action: Tabled to next meeting.

### **2. Full report and discussion:**

**a) Conference Program Committee updates:** Joan-Dianne reported that the Steering Committee is meeting April 15. Maureen stated there was nothing to report from the Academic subcommittee. Wendy reported from the Local arrangements committee that tomorrow an email blast will be sent reminding people to register with an emphasis on the Friday dinner. Doug informed the board that

registration is currently at \$23,450 representing 52% of our expected total of \$45,000. Jessica stated that last year the majority of people registered after the early bird deadline which has now passed. There are 22 booked for the Friday dinner with a total of 50-60 expected.

**b) AGM subcommittee development:** Joan-Dianne requested a few board members to help her organize the AGM to feel more inclusive based on feedback from last year's AGM. Action: Maureen and Jackie to meet with Joan-Dianne.

**c) Nominations Committee:** Colleen reviewed the four applications stating that all met the board member criteria. She stated that they will be presented at the AGM and additional nominations will be accepted from the floor. The nominees will be asked to provide a short statement at the AGM introducing themselves to the membership. *Motion (moved by Jane, seconded by Wendy) to accept the four applications for board nominations. Carried.* Action: Colleen to update the nominees on the above process and to inform them of the board meeting on Saturday (pending their election/acclamation).

**d) 2016 Conference Location Subcommittee:** Doug reported the subcommittee had met recently, considered a variety of locations and he has obtained quotes from hotels in Calgary. Two issues the subcommittee is exploring are: a) to remain in Toronto or to move to another city (e.g., Calgary, Halifax), b) to continue having the conference in the spring or to move to the fall. He also suggested hosting a conference every 18 months or two conferences every three years which would allow for other activity between conferences (e.g., training, workshops, ETGs, depending on feedback regarding conference offerings). In assessing suitability for a location, Joan-Dianne noted both availability of local time and labour as well as expected target audience/attendees. Ideally, a location could be identified for the next two years in order to start promotion at the conference. Action: Subcommittee to meet again prior to the conference to make recommendations on the above at the next board meeting. Jessica to help the subcommittee organize a time; Ken and Ward to be included in the subcommittee.

**e) Finances:** Action: Doug to forward financial documents for the AGM to the board prior to the next meeting. Doug to provide a summary for Ken's report at the AGM.

**Potential agenda items:**

- Conference budget including amount of Toronto monies to go towards Moly's presentation
- John Salvendy – Distinguished Fellow – subcommittee update
- Archives subcommittee
- National Training subcommittee – update and recruiting new chair
- 2016 Conference location subcommittee
- Finances
- Saturday board meeting

**Next meetings (in person at the conference):**

**Wednesday, May 6, 2015, 5:30-8:30 pm**

**Saturday, May 9, 2015, informal meeting of old and new board members, 2:15-3:15, to be confirmed**