

AGENDA

OACETT Board of Directors Meeting (Online)

Wednesday February 28, 2024

5:00pm – 9:00pm

MS Teams link: [Click here to join the meeting](#)

A quick reminder about voting:

All Board members present at the meeting have the right to vote on every motion, with the exception of the student member. Staff, observers and guests also do not have the right to vote. It is expected that every Board member will vote on each motion and will make a decision either for or against. The President/Chair only votes in the event that a tie needs to be broken. A vote to abstain should only be used if a Board member has a conflict (which should be declared to the Chair prior to discussion) or, in the case of approving minutes, a Board member might abstain if they were not in attendance at the meeting for which the minutes are being approved. If you do not feel that you have enough information to make a decision, you need to request further information until you do feel sufficiently informed. If the requested information is not available, you should move to table the motion until the requested information can be provided.

Please refer to the [Board Manual](#) or [SharePoint repository](#) for more information.

*** Please note that the virtual meeting room will be open 15 minutes prior to the start of the Board meeting, for those interested in socializing a bit before the meeting begins. ***

5:00 pm - PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Please note that the Board meeting is being recorded for the purpose of accuracy of minutes.

1. **DISCLOSURE OF CONFLICTS OF INTEREST** (5 minutes) Micheal

2. **BOARD AGENDA** (5 minutes) Micheal

Motion to **APPROVE** required

3. **CONSENT AGENDA** (5 minutes) Micheal

3.1 Adoption of Minutes

3.1a Board Meeting Minutes- Nov 24-25, 2023

3.1b Update against Action Items- Nov 24-25, 2023 Meeting

3.1c List of Board Motions

3.2 CEO Report – 2024 Strategic Plan and Action Plan tracking framework

3.3 President's Report

3.4 Diversity, Equity and Inclusion Committee (DEIC) Report

3.5 Finance and Audit Committee (FAC) Report

3.6 Governance, Policy and Strategy Committee (GSPC) Report

3.7 Member, Engagement and Services (MESC) Report

3.8 Registration and Professional Practice Committee (RPPC) Report

- 3.9 Registrar's Report
- 3.10 Young Professionals Committee (YPC) update
- 3.11 Student Representative Report
- 3.12 Heads of Technology (HOT) Report
- 3.13 2023 TAC Annual Report

Motion to **APPROVE** required

4. FINANCE (25 minutes)

- 4.1 Fiscal 2023 Year-end Unaudited Financial Statements (Preliminary) and Treasurer's Report Brian

5. REGISTRATION AND PROFESSIONAL PRACTICE (20 minutes)

- 5.1 Fellow OACETT Stephanie

Motion to **APPROVE** required

BREAK (15 minutes)

6. GOVERNANCE (100 minutes)

- 6.1 Additional Policies and Terms of Reference
 - 6.1.1 Membership Dues Policy Brian
 - 6.1.2 Financial Management Policy Brian
 - 6.1.3 Financial Reimbursement Policy – updated Brian
 - 6.1.4 Awards Subcommittee Terms of Reference Roy
 - 6.1.5 External Representation Policy Norman
 - 6.1.6 Election Policy – updated Norman
- 6.2 Finalize Email voting process Micheal
- 6.3 Recommendation of Strategic Plan consultant Norman
- 6.4 Recommendation of DEI consultant Shelley
- 6.5 Approval of standardized land acknowledgements Norman/Micheal
- 6.6 Approval of Officer Position descriptions Micheal

Motion(s) to **APPROVE** required

7. MEGA ISSUE (30 minutes)

- 7.1 Mega Issue Choices: Emerging Markets - proposed Action Plan Micheal/All

Motion to **APPROVE** required

8. NOMINATING COMMITTEE UPDATE (15 minutes)

8.1 MESC Eastern Election appointment Rosanna

Motion to **APPROVE** required

9. SELECTION COMMITTEE UPDATE (15 minutes)

9.1 Nominating Committee appointment Rosanna

Motion to **APPROVE** required

10. MEETINGS

- Friday April 12, 2024: 2:00 p.m. – 4:00 p.m. – Online, Virtual via MS Teams
- Saturday June 1, 2024- AGM 10:00 a.m. – 12:30 p.m. – Online, Virtual via GetQuorum/Zoom ****Please note the new date. Calendar invite has been updated.****
- Friday June 7- Sunday June 9, 2024- Meeting and Conference – In-Person – Sheraton Toronto Airport Hotel & Conference Centre, 801 Dixon Rd, Toronto, ON M9W 1J5
- Friday Sept. 27, 2024: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Friday Nov. 22, 2024 – Saturday Nov. 24, 2024 -- In-Person (Location TBD)
- Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Friday April 11, 2025: 2:00 p.m. – 4:00 p.m. -- Online – MS Teams
- Saturday May 24, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM Friday June 13, 2025: 9:00 a.m. – 12:00 p.m. -- In-person, Board Meeting – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7
- Friday June 13, 2025: Afternoon (Time TBD) -- In-person, Regional Chapter Meetings – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7
- Saturday June 14, 2025- Sunday June 15, 2025 -- In-person, Conference – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

11. NEW BUSINESS (5 minutes)

(Just a reminder that any new business should be proposed to the Chair prior to the meeting)

12. ADJOURNMENT

FOR REFERENCE:

[OACETT- Rules of Order Summary Sheet.pdf](#)

[Teams Etiquette for OACETT Board Meetings.pdf](#)

[Terms of Reference & Policies](#)