

Minutes of the Council meeting of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) held via Zoom on Friday February 26, 2021

Present:

Kim Pickett, C.E.T., LET
Greg Miller, C.E.T.
Rosanna Baggs, C.E.T.,rcji
Mike Mooney, C.E.T.
Mark Gatenby, C.E.T.
David Cotter, C.E.T.
Devi Richards, C.E.T., LET
Dale Phippen, C.E.T.
King On Lee, C.E.T.
Salvadore Ingraldi, C.Tech.
Rasheed Khan, A.Sc.T.
Carolyn Belanger, C.E.T.
Jose Catilo, C.E.T.
Michael Belmonte, A.Sc.T.
Christopher van Dop, C.E.T.
Ranjan Bhattacharya
Tim Kirkby, P.Eng., C.E.T.
Ian Howcroft
Alex Lusty
Xu Han

President
Past-President
President-Elect
Vice-President, IETO
Vice-President, PASB
PASB Councillor, Central Region
IETO Councillor, Central Region
PASB Councillor, Eastern Region
IETO Councillor, Eastern Region
PASB Councillor, Horseshoe Region
IETO Councillor, Horseshoe Region
IETO Councillor, Northern Region
IETO Councillor, Toronto Region
PASB Councillor, Western Region
IETO Councillor, Western Region
Heads of Technology Representative
PEO Representative
Member-at-Large
Public Representative
Student Representative

Staff:

Cheryl Farrow, MBA, CAE
Barbara Chappell, MA
Barry Billing
Janice Meade, CPA, CA
David Terlizzi

Alla Bondarenko
Caroline Boone
Julia Farner

Chief Executive Officer
Director IETO, Registrar
Deputy Registrar
Treasurer and Director Finance, Administration & I.T.
Director, Professional Affairs & Services & Government Relations
Executive Assistant/Recording Secretary
Secretary/Acting Manager of Board Affairs
Manager of Marketing & Communications

Regrets:

Reginald Grieco, C.E.T.
Richard Labelle, C.Tech.

PASB Councillor, Toronto Region
PASB Councillor, Northern Region

PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Ms. Baggs called the meeting to order at 1:00 p.m. and welcomed Council and guests noting the meeting was being recorded for accuracy of minutes. Ms. Pickett, Chair, had advised that she would be unavoidably delayed and asked Ms. Baggs to chair. Ms. Pickett joined the meeting at 2:00 PM.

Approval of the Council Agenda (Appendix 1)

5739 **Moved by Rasheed Khan, Seconded by Jose Catilo and Carried. (94%, 1 opposed)**
Resolved that the Council Agenda of February 26 is hereby approved as presented.

**5740 Moved by Tim Kirkby, Seconded by Ian Howcroft and Carried.
Resolved that the Consent Agenda is approved as presented**

The Consent Agenda items include:

- 3.1 Adoption of Minutes
 - 3.1a Council Meeting November 27, 2020
 - 3.1b List of Council Motions
 - 3.1c OAB Meeting February 11, 2021
 - 3.1d List of OAB Motions
- 3.2 TAC Report (presented annually)
- 3.3 TPC Update
- 3.4 PASB Report
- 3.5 IETO Report
- 3.6 CEO Report – update against Strategic Plan and Action Plan
- 3.7 Young Professionals Committee
- 3.8 PEO (Professional Engineers Ontario)
- 3.9 Member-at-Large
- 3.10 Student Report

FINANCE

Treasurer's Report (pages 84-107)

Janice Meade provided a summary of OACETT's financial position as at the year-end for 2020, comparing unaudited year-end actual results to budgeted and forecasted results. She provided explanation for the following details: material variances between actual versus budget amounts; material variances between forecast versus budget amounts, cash flows for the period and the investment portfolio performance results.

Ms. Meade reported that OACETT ended the year with a total surplus of almost \$1.5 million, mainly due to the unexpected unrealized gains from the investment portfolio and unanticipated eligibility for the Canada Emergency Wage Subsidy (CEWS). Cash in the bank is \$541,369. The market value of the Association's long-term investment portfolio is at \$6.6 million, showing a full recovery of the losses experienced earlier in the year. In November 2020, \$500,000 of long-term investments was liquidated (motion #5682) to cover cash outflows related to the remaining Dragonfly project payments and disbursements to the end of the year.

Ms. Meade noted that OACETT's position remains strong and solid and that our organization has sufficient reserves in place.

Ms. Meade reported that OACETT currently has four internally restricted reserve funds – Legal Fund, Contingency Fund, New Initiatives Fund and the IT Systems Reserve Fund. The unanticipated surplus from the 2020 fiscal year has accumulated unrestricted operating reserves of almost \$4.5 million. OACETT should allocate unrestricted operating reserves appropriately to invest in future strategic priorities, address potential risk areas, and ensure that previously approved commitments are fully funded.

A discussion on the OACETT reserves and their allocation followed.

All five motions were voted on as one:

Moved by Rasheed Khan, Seconded by Mark Gatenby and Carried (100%)

- 5741 Resolved that COUNCIL approves an investment of \$255,500 from unrestricted operating reserves for 2021, in recognition of the unanticipated surplus realized at the 2020 year-end.**
- 5742 Resolved that COUNCIL approves that \$100,000 be restricted from operating reserves to set up a new reserve fund to manage the funding of short-term disability.**
- 5743 Resolved that COUNCIL approves that \$100,000 be restricted from operating reserves to set up a new reserve fund for critical technology failures.**

5744 Resolved that COUNCIL approves that \$685,000 be transferred from operating reserves to the existing IT Systems database reserve fund to appropriately recognize the remaining commitment for the database conversion project.

5745 Resolved that COUNCIL approves that \$450,000 be transferred from operating reserves to the existing New Initiatives reserve fund to appropriately recognize the remaining commitment to the CTEN and OACETT website updates.

Cash in Bank

Ms. Meade recommended that an appropriate threshold be established, above which the Director of Finance can make the decision to transition funds to investments on a more timely basis, without needing to wait for approval at the next OAB/Council meetings. Proper oversight will be maintained with ongoing reporting of transfers to OAB/Council in the Treasurer's reporting on cash and investments. At the current time Ms. Meade recommended a \$900,000 threshold, which should be reviewed at minimum every 3 years (or as required).

A discussion of the cash transfer followed Ms. Meade's report.

Moved by Christopher van Dop, Seconded by Ian Howcroft and Carried (100%)
5746 Resolved that COUNCIL approves that the Director of Finance be authorized to transfer any cash holdings over \$900,000 into long-term investments at their discretion and with the approval of the CEO, in order to maximize interest-earning potential.

Dragonfly Update

Barbara Chappell reported that the portal was launched on Feb. 24, and e-mails with unique user codes were sent to all members. Ms. Chappell noted that OACETT members have supported the new system and provided positive feedback to the staff, though understandably some bugs remain to be resolved.

Ms. Chappell informed the Council of the next steps to be taken to implement the new system. She described some of its features, such as the CPD tracker.

Dragonfly Finances (page 107)

Janice Meade reviewed Dragonfly project expenses to date and provided a comparison to budget and forecasted results. The IT Systems Reserve Fund is summarized to show transfers into the fund and expenses drawn from the funds to date. Ms. Meade explained that the fund would not be zeroed out, as initially reported to Council in November, given the decision earlier in this meeting to restrict the remaining reserves earmarked for the project into the IT Systems Reserve Fund.

REGISTRAR'S REPORT

Membership Stats and Application Stats (page 113)

Ms. Chappell presented the Registrar report (page 115) and provided an analysis of the membership statistics comparison between 2020 and 2021 YTD by month. She noted the increase in the number of certified members (C.E.T - 88 and Certified Technicians - 136) and the decreased legacy destinations and associate member numbers.

Ms. Chappell also presented the ETO Statistical Application & Certification Summary Monthly Comparison for Years 2018 – 2021

OACETT FELLOWS

Micheal Mooney announced the names of the nominated members and advised that their successful applications/nominations have been recommended by the Fellow Committee, a standing committee of the IETO Board, and approved by IETO.

5747 Moved by Michael Belmonte, Seconded by Devi Richards and Carried (94%. 1 opposed)
Resolved that Council approves Whitney Jardine, C.E.T. for the Fellow OACETT designation.

- 5748 Moved by Dale Phippen, Seconded by Mark Gatenby and Carried (94%, 1 opposed)
Resolved that Council approves Albert Paschkowiak, C.E.T. for the Fellow OACETT designation.**
- 5749 Moved by Jose Catilo, Seconded by Howcroft and Carried (100%)
Resolved that Council approves Anita Sparre, C.E.T. for the Fellow OACETT designation**
- 5750 Moved by Christopher van Dop, Seconded by Devi Richards and Carried (100%)
Resolved that Council approves David Tsang, A.Sc.T. for the Fellow OACETT designation.**

GOVERNANCE

Governance task force (page 127)

Micheal Mooney presented the project report: "OACETT - Governance, By-Law and Policy Review Task Force" and advised that the task force would hold its first meeting on March 10.

Council Exit Interviews (page 129)

Ms. Pickett reported that an exit survey should be implemented to gather information from departing Council members about Council members' performance and how departing Council members may wish to continue to engage with OACETT governance. She presented the proposed survey questions, which would be posted through the Survey Monkey mechanism, meaning the responses would be anonymous. She asked the Council to review the questions and determine if any changes or additions are recommended. There was a discussion of the exit survey. Council members generally approved the idea of such a survey.

Nominating Committee, Elections (page 131)

Greg Miller presented a list of nominations received for the 2021-2023 term of Council. On behalf of the Nominating Committee, he thanked all candidates for taking the time to complete their election profiles. Mr. Miller noted that nominations had been received for all positions with elections proceeding for the following: IETO Councillor – Central Region; IETO Councillor – Eastern Region; Regional Secretary-Treasurer – Eastern Region. Mr. Miller thanked Ms. Boone for her support of the Nominating Committee.

CEO as Secretary (page 133)

Ms. Farrow recommended that the CEO be appointed as Secretary, given that the administrative functions of Council and other governance requirements for OACETT are ultimately the CEO's responsibility. Ms. Farrow noted that current by-laws do not preclude the CEO from holding this position and that OAB recommends to Council that the CEO be appointed as Secretary.

- 5751 Moved by Carolyne Belanger, Seconded by Salvadore Ingraldi and Carried (89%, 1 opposed, 1 abstained)
Resolved that COUNCIL approves that the CEO be appointed as Secretary.**

OUTREACH

Stakeholder Relationship Management Plan (page 135)

Ms. Farrow presented the Stakeholder Relationship Management Plan. She asked Council members to review the proposed plan and determine if there are any proposed changes. Ms. Farrow asked Council members to keep the plan confidential.

A discussion of the Stakeholder Relationship Management Plan followed. It was recommended that the OAA and the OBOA be added to the plan.

CPD as a Member Service (page 141)

Mark Gatenby provided a review of CPD as a member service. He commented on the immediate importance of ensuring members continued to see value in belonging to OACETT during the pandemic and the quick implementation of CPD as a member service by the PAS team. He noted that providers working with OACETT were encouraged to reduce their upfront fees, thus stretching funds allocated to this service. Mr. Gatenby recommended that since the pandemic is still a reality for 2021, the subsidized CPD offerings should continue to be an option for OACETT members.

Council praised the PAS efforts and the existing CPD programs.

STRATEGY (page 148)

Ms. Farrow presented the Mega Issue: "Improve awareness of our existence and our value with the public" template and invited Council members to provide additional insights against any of the five sections.

A productive discussion followed. The comments will be summarized for the May meeting and a set of alternatives will be developed by staff for consideration by Council.

NEW BUSINESS

Request from NBSCETT (page 150)

NBSCETT is seeking a written letter of support from OACETT their proposed definition of "engineering technology".

- 5752 Moved by Mike Mooney, Seconded by Salvadore Ingraldi and Carried.
Resolved that Council agrees to provide the support requested by NBSCETT in their letter dated February 24, 2021**

Resolved that COUNCIL move in camera

Governance Task Force

- 5753 Moved by Ranjan Bhattacharya, Seconded by Dave Cotter and Carried (100%)
Resolved that Council approves the following members of the Governance, By-law and Policy Review Task Force, in addition to Micheal Mooney and Cheryl Farrow: Kim Pickett, Sal Ingraldi, Carolyne Belanger, Abdul Hai Patel, David Saunders**

Motion: Council meeting adjourned at 4:55