

Minutes of the Board of Directors meeting **of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)**

November 21- November 22, 2025 (In-Person and Virtual)
In-Person at the Millcroft Inn & Spa: 55 John St, Alton, ON L7K 0C4

Present:

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| Micheal Mooney, C.E.T. | Past-President (<i>**Joined meeting at 2:30pm on Nov 21</i>) |
| Christopher van Dop, C.E.T. | President |
| Stephanie Nuttall-Pesheau, C.E.T., CAPM | President-Elect |
| Brian Raymond, CD, C.E.T. | Eastern Region |
| Scott Martin, C.Tech. | Horseshoe Region |
| Steven Finley, A.Sc.T., rcca | Northern Region |
| Taylor Rohmann, C.E.T., PMP | Toronto Region |
| Lara Widdifield, C.E.T. | Western Region |
| Mladen Ivankovic, C.E.T | Young Professionals Representative (<i>**Absent on Nov 21; Attended virtually on Nov 22</i>) |
| Riley Burton | Heads of Technology Representative |
| Camille Glover | Public Representative |
| Alex Zebadua | Student Representative |

Staff:

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| Cheryl Farrow, MBA, CAE | Chief Executive Officer |
| Barry Billing | Director, RPP & Registrar |
| David Terlizzi | Director, MES & Government Relations (<i>**Joined meeting at 2:00pm on Nov 21</i>) |
| Elle Armstrong | Administrator |

Regrets:

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| Norman Sandberg, C.E.T. | Central Region |
| Lily Rudeychuk, CPA | Director, Finance and Corporate Services |

Friday November 21, 2025

❖ President's opening remarks and call to order

President van Dop called the meeting to order at 1:00 p.m. He welcomed the Board of Directors and noted that the meeting was being recorded for the purpose of accuracy of minutes.

❖ Disclosure of Conflicts of Interest

There were no disclosed conflicts of interest.

❖ Approval of the Board Meeting Agenda

**5984 Moved by Camille Glover, Seconded by Taylor Rohmann and Carried.
Resolved that the Board of Directors approves the agenda as presented.**

PROFESSIONAL DEVELOPMENT

❖ Predictive Success Academy Executive Session & Team Discovery

President van Dop introduced Alyssa Shaver, MA, from Predictive Success, who facilitated a professional development session on the Predictive Index. Ms. Shaver outlined how the tool can be used to strengthen team dynamics and collaboration. Board members had completed their Predictive Index assessments in advance and worked in small groups to review and reflect on their individual reports to better understand their working styles and enhance overall team effectiveness. Ms. Shaver led further discussion on applying the Predictive Index within team settings, and Board members will continue to reflect on their results to support ongoing collaboration. Ms. Shaver's contact information will be shared following the session for any additional questions or further engagement.

CONSENT AGENDA

❖ Approval of the Consent Agenda

The Board reviewed the Consent Agenda. It was noted for the September 26, 2025 meeting minutes that the Student Representative declined to share their thoughts regarding voting eligibility. Going forward, minutes will be provided in the Board meeting packages for information only and will not form part of the Consent Agenda, as minutes are now approved via email vote to facilitate posting them to the website in a timely manner.

**5985 Moved by Lara Widdifield, Seconded by Stephanie Nuttall-Pesheau and Carried.
Resolved that the Board of Directors approves the items in the Consent Agenda as amended, revising the September 26, 2025 meeting minutes.**

FINANCE AND AUDIT

❖ Final Initiative Plans and 2026 Budget

The Board reviewed the Initiative Plans and 2026 Budget. At the recommendation of Brian Raymond, OACETT's Treasurer and Chair of the Finance and Audit Committee, the Board first reviewed the Year-to-Date Financials and Final Forecast before returning to the Initiatives Plans and 2026 Budget. Mr. Raymond noted that reviewing the financials first would provide helpful context for the Board's discussion.

Following this review, the Board discussed the final initiative plans and the 2026 budget. It was noted that chapter participation in the annual conference had been restored compared to the draft versions shared at the September Board Meeting, and that a 1.7% dues increase (which was the Consumer Price Index as of July 2025) is required to fund these initiative plans. Questions were raised regarding specific line items, and the Board requested more detailed information on certain initiatives. For future initiatives plans, Board members will be asked to identify any concerns or requests for clarification upon first review of the draft plans at the September meeting, or at minimum enough in advance of the November meeting that details can be effectively provided in order to facilitate approval of the budget.

5986 Moved by Brian Raymond, Seconded by Taylor Rohmann and Carried.
Resolved that the Board of Directors approves the 2026 budget, and the initiative plans as presented, based on a 1.7% increase in membership dues, consistent with the CPI increase, as per the GP201 Membership Dues & Fees Policy.

❖ YTD Financials and Final Forecast

The Board reviewed the year-to-date financial statements and final forecast, including the variance report and unaudited financials through Q3. Revenues were 3% above target, driven by strong non-dues revenue and a \$133,000 grant, though dues were approximately 1% below target. It was clarified that the net impact of the grant was roughly \$10,000, making it a smaller contributor than the gross figure suggests. Expenses were 72% of budget, slightly below the expected 75%, with no significant individual variances. Investments showed an unrealized gain of \$709,000, noted as a below-the-line adjustment.

Clarification was provided regarding revenue recognition: dues are recognized based on members' anniversary dates, which can defer portions of revenue to the following fiscal year. Questions were raised regarding system upgrade expenses, deferred projects, and task force line items for IEP and Student initiatives. Staff confirmed no expenditures were made on the proposed initiatives, and legacy general ledger (GL) codes will be addressed in a broader system cleanup next year.

❖ Risk Register

The Board reviewed the Risk Register, which identifies internal and external risks to the organization, ranked by potential impact and likelihood of occurrence, to ensure resources are allocated appropriately. Board members were reminded that capturing risks is the priority, even if there is not full agreement on scoring.

Questions were raised about the meaning of the "controls" column, which reflects existing mitigation strategies, and clarification was provided regarding ownership of the register. While the Finance and Audit Committee (FAC) oversees the register due to its connection with financial oversight and budget implications, staff remain responsible for executing mitigation strategies, performing the annual review, updating risk scores, and adding new risks. The Board suggested including commentary on year-over-year changes to top risks in future iterations to illustrate trends over time.

It was noted that some risk rankings were adjusted this year to reflect shifts in focus and emerging risks, such as college-related issues, while longstanding risks, such as membership decline, remain consistently monitored. The register reports both current mitigation efforts and planned actions, helping to evaluate whether risks are adequately addressed in the budget. This item was presented for information, and no motion was required.

❖ **Restructure of Reserves**

The restructuring of reserve funds was a recommendation flagged by auditors for two consecutive years. The objective was to consolidate multiple accounts to simplify reporting while maintaining all existing purposes of the funds. The restructure does not reduce the number of reserve purposes or impact policies governing restricted reserves; it is strictly an accounting change to group accounts under three broader categories for clarity on the audited financial statements.

Discussion included examples of combined reserves, such as short-term disability, IT contingency, and regulatory funds, illustrating how individual allocations remain intact behind the scenes while appearing as a single consolidated account in reporting. It was confirmed that policies requiring the CEO to replenish restricted reserves remain in place, and reporting obligations will continue through the Finance and Audit Committee.

5987 Moved by Brian Raymond, Seconded by Lara Widdifield and Carried.
Resolved that the Board of Directors approves the proposed consolidation of OACETT's reserve accounts.

BELONGING AND INCLUSION COMMITTEE (BIC)

❖ **Policy Audits**

Lara Widdifield, Chair of the Belonging and Inclusion Committee (BIC), introduced the proposed policy amendments, as reviewed by CultureAlly, the consultant contracted by BIC. The consultant reviewed the selected member-focused OACETT policies for alignment with the organization's inclusion lens and strategic pillars. The BIC also conducted an internal review, noted minor comments for discussion, and shared the policies with their respective "owner" committees for advance review prior to submission to the Board of Directors for approval.

The Board discussed the amendments, with key points as follows:

- **Proxy Policy:** A duplicate sentence encouraging members to assign proxies "to foster equitable participation" was removed, as the Board agreed the policy should not advocate assigning votes based on members' backgrounds. Clarification was provided on limited versus general proxies; the term *limited proxy* reflects the electronic platform terminology, allowing members to direct votes on specific items rather than assigning a general proxy.
- **Limited Proxy for Elections:** Changes to clarify this language will be reviewed by the Governance, Policy, and Strategic Committee (GPSC) before returning to the Board for approval.

- **Elections Policy:** The word “broader” in reference to inclusive representation was removed, with “membership” deemed sufficient.
- **Formatting:** Minor formatting inconsistencies (e.g., margins, font spacing) were noted for correction prior to finalization.
- **Negative Campaigning:** Clarification was provided that prohibitions on negative campaigning or “attack ads” apply to candidates for elected positions and disciplinary measures for violations are enforceable under OACETT’s Code of Conduct.

Cheryl Farrow, CEO, confirmed that both redlined and clean versions of policies are presented to the Board to ensure transparency in edits and informed approval. Following discussion, the Board approved the policy changes, noting the additional amendments to GP401 Proxies and GP403 Elections Policy.

5988 Moved by Lara Widdifield, Seconded by Steven Finley and Carried.
Resolved that the Board of Directors approves the policy changes as amended, as recommended by the GPSC, the FAC and the MESC.

FIRESIDE CHAT

❖ Debrief of November 19 Fireside Chat

The Board debriefed the November 19 Fireside Chat, reflecting on its format, content, and engagement with members. The Fireside Chat webinars are designed to provide a general update on OACETT activities, followed by an open Q&A session. Board members noted that the session was generally well-received by members, including through feedback received at the chapter level, and highlighted several areas of strength. The Board also discussed some opportunities for improvement:

- ❖ **Content and Format:** The session contained a substantial amount of information, which was appreciated. Board members suggested breaking the content into shorter sections and introducing interactive elements at the beginning or throughout, such as polls or using Zoom add-ons like Slido, to better engage participants.
- ❖ **Q&A Management:** The Q&A feature was effective in managing questions. A suggestion was made to challenge chapters to submit 2–3 questions ahead of time to provide the President, staff, and Board members time to prepare. However, concerns were raised that pre-submitted questions may appear curated. It was proposed that pre-submitted questions could be referenced or sourced from the Chapter Forum to maintain transparency and member input.
- ❖ **Member Conduct:** No negative or unprofessional comments were observed. A reminder or disclaimer regarding professional conduct in the chat was suggested for future sessions to reinforce expectations.

Overall, the Board recognized the Fireside Chat as a valuable tool for direct communication with members and providing updates on OACETT initiatives. Suggestions for enhancing engagement, visibility, and structured member input will be considered for future sessions.

Saturday November 22, 2025

❖ **President's opening remarks and call to order**

President van Dop called the meeting to order at 9:00am and welcomed back the Board of Directors, noting the meeting was being recorded for accuracy of minutes.

SPECIAL MEETING OF MEMBERS RE. NAME CHANGES

❖ **Member letter re. Request for Clarification**

The Board discussed the aftermath of the September 16th Special Meeting of Members, during which members voted to change the C.E.T. designation to P.Tech. and rename the association. The change is conditional on approval by all provincial associations. Following the meeting, a member submitted a formal governance complaint alleging procedural errors, misuse of statutes, and that a two-thirds majority was required. Legal counsel and a parliamentarian have confirmed that the vote was valid and compliant with governing documents.

The Board acknowledged various concerns, including inappropriate language and defamatory remarks directed at a past president, while emphasizing the importance of maintaining professional conduct.

Key actions proposed by the Board included:

- **In-person meeting with complainants:** The Board approved holding an in-person session with the complainants, with legal counsel present, to address concerns without issuing detailed written responses, thereby preserving legal privilege.
- **General statement to members:** Following legal review, the Board will issue a general statement affirming the validity of the vote. A second statement will provide an update on the name-change process and ongoing commitments.
- **Communication mechanism:** Staff will develop a mechanism to provide regular updates on the name-change process, including a landing page on the association's website.
- **Professional conduct:** The Board emphasized reinforcing professional conduct expectations broadly, without singling out individual members.

The Board agreed that transparency is essential but must be balanced with protecting the association's legal position. It was also noted that an in-camera session was not requested, and no individual names would be mentioned in minutes. Staff will confirm whether OACETT's auditor needs to be informed of the legal review.

LEGAL

❖ Protection of Title

The Board discussed the recent unfavorable decision regarding the use of the designation protected under OACETT's by-law. Legal counsel has reviewed the findings and confirmed that there are points of law warranting consideration of an appeal. Counsel noted that appeals can be challenging, as judges often defer to previous decisions, but a successful appeal is possible if legal errors in interpretation can be demonstrated.

The Board was provided with the lawyer's rationale for proceeding, as well as an overview of potential financial implications. Preparing the detailed factum for the appeal is estimated at approximately \$25,000, with additional potential costs if OACETT is required to cover a portion of the opposing party's legal expenses in the event that the decision is not overturned. These costs may be spread over multiple fiscal years. The Board noted that this decision is fundamental to protecting the integrity and reputation of the designation and of OACETT and that the appeal should proceed.

5989 Moved by Stephanie Nuttall-Pesheau, Seconded by Taylor Rohmann and Carried. Resolved that the Board of Directors approves proceeding with an appeal against the unfavourable decision with respect to the injunction filed against Kal Tire.

TEAM DEVELOPMENT

❖ Further Exploration of Organizational Culture

Ms. Farrow led the Board through an exercise to explore the OACETT's culture, building on outcomes from last year's session. The previous exercise had identified behaviours that could be enhanced to strengthen OACETT's culture, and the Board was asked to brainstorm actionable ways to encourage these positive behaviors.

Board members reviewed materials from the prior exercise, which summarized responses to three key questions: the current culture, the desired culture, and behaviors to bridge the gap between the two. The Board added several items to the original list, including:

- Greater diversification, particularly encouraging participation from younger members
- Reduced resistance to change
- Increased accountability, both to and from members

Additional behaviours already identified included education, inclusivity, open-mindedness, adaptability, enhanced communication, and shared responsibility for growth.

To facilitate actionable discussion, the Board participated in a structured breakout exercise. The outputs from these sessions will be compiled into a summary document and shared with the CEO. Staff will review the results, cross-reference them against the behaviors identified and determine which actions are already underway and which could be considered for future

initiatives. A final review to identify any remaining gaps will be scheduled for the February meeting.

NATIONAL UPDATE

❖ TPC and TAC Update

President van Dop provided an update on OACETT's involvement with Technology Professionals Canada (TPC) and Technology Accreditation Canada (TAC), highlighting recent developments and ongoing initiatives. He noted that TPC has recently experienced the resignation of British Columbia and Alberta. The remaining provinces, including OACETT as the largest contributor of membership, are actively working to sustain TPC as a national organization, including efforts to hire an executive director and finalize a budget. Maintaining a national voice remains a priority, and discussions continue to encourage BC and Alberta to rejoin.

TPC and TAC have withdrawn from the International Engineering Alliance (IEA) Agreements (certification) and Accords (accreditation).

Regarding TAC, President van Dop reported that a new by-law and unanimous members agreement are in development to unify the provinces. TAC is also completing the first phase of a gap analysis project between TAC accreditation reporting and required Ministry reporting in Ontario, aimed at reducing the reporting burden for Ontario colleges. He emphasized the distinction between TPC and TAC responsibilities, particularly in relation to budgets and accreditation.

The Board discussed the implications of BC and Alberta's withdrawal on national initiatives, such as standardizing professional titles and Capstone Competitions. Despite these resignations, national mobility considerations remain a priority, and the Board reaffirmed its commitment to a common national professional title for technologists. President van Dop concluded that ongoing collaboration with the remaining provincial presidents is critical to sustaining these national initiatives and supporting a unified professional framework.

LABOUR MARKET STUDY

❖ Final Labour Market Report

On behalf of Norman Sandberg, Chair of the Labour Market Study Steering Committee, Ms. Farrow provided an overview on behalf of the Committee, highlighting the completion of the final report, as prepared by the Conference Board of Canada. Building on the preliminary draft presented at the September Board meeting, the final version incorporates feedback from both the Board and the Steering Committee. The report refines the Conference Board's evaluation of the Ontario workforce to focus specifically on individuals eligible for certification, narrowing the analysis to college graduates and excluding skilled trades and apprenticeships. The final report

includes detailed economic impact modeling and identifies trends in workforce growth, with notable opportunities in sectors such as mining and infrastructure that align with provincial priorities.

The report is being launched as part of NEAT Week activities and will support OACETT's government engagement, including scheduled meetings with six ministers and senior staff. The Board discussed observations from the report, including how certain occupation trends, such as growth in electrical and mechanical engineering roles, differ from the current membership composition, highlighting potential opportunities for recruitment and outreach. Questions regarding specific classifications, such as drafting technologists, were addressed, noting that government coding classifications may not fully align with practical roles in the workforce. The report also includes considerations of member demographics, retirement trends, and ongoing workforce planning. Overall, the Board acknowledged the report as a valuable tool for strategic planning, communications, and guiding future initiatives in workforce development.

SALARY SURVEY

❖ Salary Survey

David Terlizzi, Director of Member Engagement, Services and Government Relations provided a recap of the 2025 Salary Survey results, highlighting its value as a tool for members to support employment negotiations and understand market conditions affecting technicians and technologists. The survey collected responses from 2,226 members and 121 employers, representing a slight increase from previous years. Executive summaries were prepared for both members and employers, offering insights into compensation trends, workforce expectations, and shifting priorities among younger professionals, including preferences for work-life balance and workplace culture.

Key findings included regional compensation disparities, small differences based on gender, tenure, and certification, and a strong correlation between certification and employability, with 69% of employers indicating a preference for certified members. Average reported compensation for full-time members was approximately \$150,000, with higher wages observed in the Greater Toronto Area. Employers reported ongoing challenges in attracting and retaining qualified staff, with 72% indicating difficulty in hiring technicians and technologists, and 47% reporting retention challenges. The survey also highlighted growing benefits and support disparities between larger and smaller employers.

Board members discussed minor discrepancies between employer- and member-reported compensation, noting the limitations of voluntary survey data and the statistical tolerances inherent in such research. Overall, the Board acknowledged the survey as a valuable tool for advocacy, member support, and strategic planning. The full report is expected to be completed before the end of 2025 and will be made available to members via the portal to assist with salary negotiations and professional development planning.

UPCOMING MEETINGS

- ❖ Friday Feb. 27, 2026: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- ❖ Wednesday April 15, 2026: 5:00 p.m. – 7:00 p.m. -- Online – MS Teams
- ❖ Friday May 29- Sunday May 30, 2026- Meeting and Conference – In-Person – Sheraton Hamilton Hotel (116 King St W, Hamilton, ON L8P 4V3)
- ❖ Saturday June 6, 2026: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM

NEW BUSINESS

No New Business was brought forward for discussion.

IN CAMERA

5990 Moved by Stephanie Nuttall-Pesheau, Seconded by Camille Glover and Carried that the Board of Directors would move in-camera.

ADJOURNMENT

President van Dop made his closing remarks, thanking everybody for their participation, and declared the meeting adjourned at 12:10pm, as moved by Stephanie Nuttall-Pesheau.

New Board members were invited to remain in the meeting room for lunch with the Executive Officers and CEO. This time was used to check in with new members, provide any additional context on matters discussed, and gather feedback on ways to improve the orientation process now that they have participated in two full meetings.

Email vote(s) subsequent to the November meeting:

Following the decision made at the November 2024 Board meeting, staff prepared the November Board meeting minutes for review and approval via email vote. This streamlined process allows staff to post the approved minutes on the website more promptly, enhancing transparency and communication with members and chapters.

The Board was asked to vote by email on the following motion:

5991 Moved by Stephanie Nuttall-Pesheau, Seconded by Taylor Rohmann and Carried. Resolved that the Board of Directors approves the November 21-22, 2025 Board Meeting Minutes, as presented.

The motion was carried.

The Board of Directors was tasked with approving the additional candidates for various Committees, as recommended by the Nominating Committee.

Discussion was opened on December 9 with movers and seconders finalized and the vote was called on December 15, with a deadline of end of day on December 17. The President announced the results on December 18.

The Board was asked to vote by email on the following motion:

5992 Moved by Micheal Mooney, Seconded by Brain Raymond and Carried. Resolved that the Board of Directors appoints the following, as recommended by the Nominating Committee:

- **Chukwuebuka Mabu, C.Tech., Northern Region representative, RPP Committee**
- **Kenneth Carlson, C.E.T., Northern Region representative, FA Committee**
- **Raisul Islam, C.Tech., Northern Region representative, GPS Committee**
- **Negin Ebrahimi, Toronto Region representative, YP Committee**
- **Mohammed Albhaisi, C.Tech., rcji, Eastern Region representative, YP Committee**

The motion was carried.