

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

**September 26, 2025 (Virtual)**

## **Present:**

<b>Christopher van Dop, C.E.T.</b>	President
<b>Stephanie Nuttall-Pesheau, C.E.T., CAPM</b>	President-Elect
<b>Micheal Mooney, C.E.T.</b>	Past-President ( <i>*Lost connection at 4:40pm</i> )
<b>Norman Sandberg, C.E.T.</b>	Central Region
<b>Brian Raymond, CD, C.E.T.</b>	Eastern Region
<b>Scott Martin, C.Tech.</b>	Horseshoe Region
<b>Steven Finley, A.Sc.T., rcca</b>	Northern Region
<b>Taylor Rohmann, C.E.T.</b>	Toronto Region
<b>Lara Widdifield, C.E.T.</b>	Western Region
<b>Mladen Ivankovic, C.E.T</b>	Young Professionals Representative ( <i>*Left the meeting at 1:15pm; rejoined at 2:20pm</i> )
<b>Riley Burton</b>	Heads of Technology Representative
<b>Camille Glover</b>	Public Representative
<b>Alex Zebadua</b>	Student Representative

## **Staff:**

<b>Cheryl Farrow, MBA, CAE</b>	Chief Executive Officer
<b>Lily Rudeychuk, CPA</b>	Director, Finance and Corporate Services
<b>Barry Billing</b>	Director, RPP & Registrar
<b>David Terlizzi</b>	Director, MES
<b>Elle Armstrong</b>	Administrator, Executive Office

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

President van Dop called the meeting to order at 1:05 p.m. He welcomed the Board and noted that the meeting was being recorded for accuracy of minutes. He also offered a land acknowledgment recognizing the diverse Indigenous peoples connected to these territories.

### **❖ Disclosure of Conflicts of Interest**

There were no disclosed conflicts of interest.

*Note: Although no conflicts were formally declared, Alex excused themselves from the meeting during the discussion on the Student Board Representative upon discussion amongst the Board members.*

### **❖ Approval of the Board Meeting Agenda**

**5978** Moved by Brian Raymond, Seconded by Mladen Ivankovic and Carried.  
Resolved that the Board of Directors approves the agenda as presented.

**CONSENT AGENDA**

## ❖ Approval of the Consent Agenda

Board members each introduced their Consent Agenda reports and shared key highlights. Due to a temporary absence from the meeting, Mladen Ivankovic was unable to present the Young Professionals Committee (YPC) Report Highlights.

**5979 Moved by Taylor Rohmann, Seconded by Camille Glover and Carried, with one Abstention.**

**Resolved that the Board of Directors approves the items in the Consent Agenda as presented.**

## FINANCE

### ❖ Preliminary Initiatives Plans for 2026

Treasurer Brian Raymond, Chair of the Finance and Audit Committee (FAC), presented the preliminary initiatives plans for 2026 outlining proposed projects and priorities for the upcoming year. Board members were asked to review the initiatives and their departmental rankings, ensuring that each aligns with OACETT's strategic priorities and that the request for resources appeared reasonable. Committees will assist in refining priorities to support upcoming budget discussions. Staff and committees will collaborate to refine the initiatives pending budget discussions, with the Board scheduled to revisit and finalize the plans, including any edits or potential reductions, at the November meeting. The initiatives were approved in principle to enable staff to begin preparing corresponding budget items for further review in November.

**5980 Moved by Brian Raymond, Seconded by Lara Widdifield and Carried.**

**Resolved that the Board of Directors approves the preliminary Initiative Plans in principle, as recommended by the Finance and Audit Committee, in order to provide staff with guidance on budget development.**

### ❖ YTD Financials and preliminary forecast for year-end 2025

The Board reviewed the year-to-date financial results, noting revenues at 85% of the annual target, exceeding the year-to-date budget by \$51,000, representing a 1% positive variance. Overall expenses remain on target, with a few notable variances highlighted for Board review. Financial outcomes of the annual conference were discussed, which incurred \$279,000 in expenses — approximately \$71,000 under budget — though final revenue reconciliation is pending. It was noted that the conference typically generates between \$40,000 and \$60,000 from ticket sales and sponsorships, but that the Conference historically results in an overall loss. The Finance and Audit Committee was asked to review how variance reports are assessed and to establish clearer parameters for accountability for spending against completion of activities (e.g. as found in the strategic plan dashboard)

## NATIONAL

### ❖ Next Steps following Special Meeting on Name Changes

The Board discussed follow-up actions arising from the recent Special Meeting on Name Changes, including clarification on the distinction between OACETT's business name and legal name. It was noted that the implementation timeline will not be developed until confirmation is received from other provinces regarding the progression of P.Tech. designation harmonization. Assuming provincial updates are received in 2027, the earliest potential launch would be 2028.

Staff will:

- Prepare a document addressing members' questions related to the name change and P.Tech. approval;
- Recirculate the 2022 discussion report on reserve practice for Board review; and
- Publish an article in *The Ontario Technologist (OT)* highlighting recent progress in government relations.

The Board reaffirmed that any decisions resulting from a membership vote are binding on future Boards and cannot be amended without formal member approval.

## GOVERNANCE

### ❖ Further Policy Updates

Norman Sandberg, Chair of the Governance, Policy and Strategy Committee (GPSC) presented several Policy and Terms of Reference (TOR) updates.

Key updates included:

- **GP403 Elections Policy** – Only the election outcomes, not the vote tallies will be shared publicly (to avoid embarrassment from a one-sided result); all candidates will receive individual vote tallies.
- **TOR107 Human Resources Committee (HRC)** – Flexibility introduced in terms of the Chair of the committee.
- **GP401 Proxies** – Clarified the distinction between general and limited proxies and identified the need to refine proxy revocation wording on future Notice of Meeting member materials.
- **TOR108 Belonging and Inclusion Committee (BIC)** – Updated to reflect the committee's new name, *Belonging and Inclusion Committee*, as approved by the Board in June (formerly the Diversity, Equity and Inclusion Committee).

No further questions or comments were raised regarding the updated policies or Terms of Reference documents.

**5981 Moved by Norman Sandberg, Seconded by Taylor Rohmann and Carried. Resolved that the Board of Directors approves as amended the updates to: GP403 Elections Policy; Officer Position Descriptions; TOR107 Human Resources Committee; TOR106 Governance, Policy and Strategy Committee; GP401 Proxies; and TOR108 Belonging and Inclusion Committee policy to reflect the**

**recommendations of the Governance, Policy and Strategy Committee and the changes required for the approved name change from Diversity, Equity and Inclusion to Belonging and Inclusion.**

### ❖ **Student Board Representative**

The Board engaged in a detailed discussion regarding the participation and voting rights of the Student Board Representative. Concerns were raised about potential conflicts of interest, and it was noted that Alex Zebadua, the current student representative, declined to share their thoughts regarding voting eligibility before excusing themselves (3:30–4:05 p.m.) to allow for open discussion. After reviewing the GPSC’s recommendation, the Board confirmed that it holds the authority to grant voting rights without requiring a bylaw amendment. The change will take effect with the next appointment cycle (2026–2027 term) to maintain fairness and procedural integrity.

**5982 Moved by Norman Sandberg, Seconded by Taylor Rohmann and Carried, with one Opposition and one Abstention.**

**Resolved that the Board of Directors approves changing the status of the Student Representative on the Board to that of a voting Board member, effective as of the start of the 2026-2027 Student Representative’s term.**

## **LABOUR MARKET**

### ❖ **Labour Market Study**

The Board reviewed findings from the Labour Market Study, noting that the original estimate of 196,000 employed professionals was refined to just over 100,000 following stricter parameters that removed apprenticeship/skilled trades. It was further clarified that while the data included individuals with some university education, those holding university degrees were excluded, but university education not resulting in a degree would still fall within OACETT’s membership eligibility.

Key highlights from the updated statistics include:

- Approximately \$6.4 billion in total tax revenue generated across all government levels;
- Nearly \$9 billion in total labour income, with the manufacturing sector contributing \$4 billion.

The Board acknowledged the need for additional data refinement to better represent OACETT’s current and potential membership base. A final report will be shared once completed.

## **MEGA ISSUE**

### ❖ **Emerging Technologies report**

The Board reviewed the proposed Emerging Technologies Action Plan. There were concerns about approving a budget item outside the regular budget process, noting that doing so could

complicate future budget reviews. After discussion, it was agreed that the funding allocation would be considered within the 2026 budget cycle to maintain consistency with regular budget review processes.

**5983 Moved by Riley Burton, Seconded by Steven Finley and Carried.**  
**Resolved that the Board of Directors approves as presented the proposed action plan on Emerging Technologies, including the proposed amounts to be incorporated into the 2026 budget.**

#### ❖ **AI/Technology adoption within OACETT**

Lily Rudeychuk, Director of Finance and Corporate Services, presented a slideshow on OACETT's current approach to technology adoption and AI integration. The organization positions itself between early adopters and the early majority, prioritizing proven, value-driven technologies. An internal AI Guidelines Policy is under development to ensure responsible, ethical, and human-supervised implementation across all operations. There were no further questions following the presentation.

## **NOMINATING COMMITTEE**

#### ❖ **Committee Member Appointments**

Due to connectivity issues, Micheal Mooney, Past-President and Chair of the Nominating Committee (NC), was unable to present the Committee slate as recommended by the Nominating Committee. Cheryl Farrow, CEO, presented the slate on his behalf. Staff will distribute introductory emails to newly appointed committee members early next week, confirming their appointments and providing contact information for the respective Committee Chair and staff liaisons. Vacancies remain, particularly in the Northern Region; a targeted call for volunteers will be issued, and Board members are encouraged to support these efforts through regional outreach.

**5984 Moved by Taylor Rohmann, Seconded by Lara Widdifield and Carried.**  
**Resolved that the Board of Directors approves the Nominating Committee's recommendations for committee appointments, as presented.**

## **MEETINGS**

#### ❖ **Planning for November in-person meeting**

The Board discussed logistical details for the upcoming November in-person meeting, which will begin Friday November 21, 2025 at noon and conclude Saturday, November 22, 2025 at 1 p.m. Board members were asked to confirm by early next week if they will bring a spouse or partner to assist with meal and headcount planning.

Mladen Ivankovic and Norman Sandberg expressed their regrets that they would be unable to attend the November 21-22 meeting.

## UPCOMING MEETINGS

- ❖ Friday Nov. 21, 2025 – Saturday Nov. 22, 2025 -- In-Person – **Location: Millcroft Inn & Spa – 55 John St, Alton, ON, L7K 0C4**
- ❖ 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 31, 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 to the Board of Directors.

## ADJOURNMENT

President van Dop made his closing remarks, thanking everybody for their participation. He declared the meeting adjourned at 5:00 p.m., as moved by Norman Sandberg.