

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

**Friday June 7, 2024 at 8:30am-3:30pm**

**In-Person at the Sheraton Toronto Airport Hotel & Conference Centre  
 Ambrosia IV Meeting Room**

**Present:**

<b>Rosanna Tyrer, C.E.T., rcji, CAPM</b>	Past-President
<b>Micheal Mooney, C.E.T.</b>	President
<b>Christopher van Dop, C.E.T.</b>	President-Elect
<b>Norman Sandberg, C.E.T.</b>	Central Region
<b>Brian Raymond, CD, C.E.T.</b>	Eastern Region
<b>Shelley Parker, A.Sc.T.</b>	Horseshoe Region (**Left the meeting at 2:30pm)
<b>Stephanie Pesheau, C.E.T.</b>	Northern Region
<b>Roy Sue-Wah-Sing, C.E.T.</b>	Toronto Region
<b>Samuel Nammari, C.E.T., P.Eng.</b>	Western Region
<b>Mladen Ivankovic, C.E.T.</b>	Young Professionals Representative
<b>Daniel Liao</b>	Heads of Technology
<b>Alex Lusty</b>	Public Representative (**Left the meeting at 3pm)
<b>Liam Croft</b>	Incoming Student Representative

**Staff:**

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

**Guests:**

<b>Gary Breininger</b>	Workshop Facilitator, BGR Strategic Growth Coaching
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**Regrets:**

<b>David Visentin</b>	Outgoing Student Representative
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❖ **President's Opening Remarks and Call to Order**

President Mooney called the meeting to order at 8:35 am. 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**

Stephanie Pesheau disclosed a change in her contract at Confederation College, which allows her to deliver the asynchronous PPE program, potentially conflicting with her role as Board member

and Chair of the Registration and Professional Practice Committee (RPPC). After discussion, no concerns were raised.

❖ **Approval of the Agenda**

**5894 Moved by Shelley Parker, Seconded by Mladen Ivankovic and Carried.  
Resolved that the Board of Directors approves the agenda as presented.**

❖ **Approval of the Consent Agenda**

President Mooney advised the Board of Directors that the Membership Engagement and Services Committee (MESC) Report is being pulled from the Consent Agenda for independent discussion.

**5895 Moved by Christopher van Dop, Seconded by Stephanie Pesheau and Carried.  
Resolved that the Board of Directors approves the items in the Consent Agenda as amended.**

The Board members reviewed the MESC Report, discussing RPPC's potential involvement if funding for a micro-credential option is approved. Funding decisions are expected to be announced in July, at which time there is a commitment to consult with members before this project is slated to begin in the Fall.

Discussion also focused on the rollout of the regional secretary role and the strategy to gather Chapter feedback and discuss challenges at the Regional meetings held later that day. This also includes plans for a larger review of the regional structure and budget considerations. Once finalized, MESC will present the Regional Secretary Terms of Reference for the Board of Directors' approval.

**5896 Moved by Alex Lusty, Seconded by Mladen Ivankovic and Carried.  
Resolved that the Board of Directors approves the MESC Report as presented.**

## **STUDENT BOARD REPRESENTATIVE CEREMONY**

❖ **Swearing of Oath**

Barry Billing, Registrar and Commissioner of Oaths for OACETT, announced that he would be swearing in Liam Croft as the Incoming Student Representative and welcomed him to the OACETT Board of Directors for 2024-25.

❖ **Indemnification agreement**

Mr. Croft was asked to sign a personalized version of the Indemnification agreement, which had been drafted by OACETT's legal counsel and was available for advance review. A copy of this signed document will be sent to Mr. Croft post-meeting.

## **FINANCE**

❖ **YTD Financials as of March 31, 2024**

Mr. Brian Raymond, Treasurer and Chair of the Finance and Audit Committee (FAC) introduced the Year-to-Date Financials, as of March 31, 2024, highlighting the Variance Report in the meeting package for Q1. In the report, he outlined a surplus of \$3.176M, 5% ahead of expected Q1 revenues. This reflects 68% of budgeted revenue achieved, including 74% of budgeted dues

revenue and 49% of budgeted non-dues revenue (which is ahead of plan and ahead of last year's trajectory). The report highlighted that the large positive variance against the prior year is attributed to 2023 admin fees from the Personal Insurance not being recorded until April last year (but they were recorded in Q1 for 2024).

Mr. Raymond also reviewed the Expense categories, reporting that 22% of the overall expense budget has been spent, which is less than expected based on the year-to-date budget allocation up to the end of Q1. Mr. Raymond invited any questions or comments from the Board, to which there were none.

#### ❖ **Budget and business plan schedule**

Mr. Raymond introduced the Budget and business plan schedule to the Board, included in the meeting package. He highlighted that the most crucial dates to consider are between the end of August and the beginning of September because this is the timeframe that budget and business plans need to be approved by the respective Committees, with enough time to come forth for review by the FAC and then the Board's review at the September Board meeting.

## **REGISTRATION AND PROFESSIONAL PRACTICE**

#### ❖ **Guidelines of the new Continuing Professional Development (CPD) Program**

Ms. Pesheau, Chair of the Registration and Professional Practice Committee (RPPC) highlighted the proposed recommendations to modify the existing Continuing Professional Development (CPD) Program, including removing informal activities, consolidating categories, emphasizing active learning, and developing a CPD guidebook. She further explained that RPPC plans to implement online information assessments for members to provide input before finalizing the CPD proposal.

The Board members' discussion focused on the changes to the CPD program and guidebook, including the impact on all members. They also discussed the classification of professional development experiences, the intent of the CPD Subcommittee when developing the guidebook, and the need for a clear list of examples for members. It was clarified that the CPD Subcommittee is focused on promoting active/interactive learning, developing clear policy guidelines, and enforcing mandatory requirements to enhance membership engagement and compliance. Staff will compile a list of all relevant questions related to the new CPD Program and will share these with the RPPC and CPD Subcommittee, so that answers can be prepared for the Board members and incorporated into an FAQ document.

A question was raised about certification requirements for Associate members and the consequences for not meeting certification criteria. It was emphasized that Associate members need to fulfill the mandatory CPD requirements to maintain their status within the association if they have not achieved certification within the intended timeframe. The discussion concluded by emphasizing that there is a need for interactive CPD activities to fulfill requirements, highlighting the importance of active learning over passive methods.

- 5897 Moved by Stephanie Pesheau, Seconded by Shelley Parker and Carried. Resolved that the Board of Directors approves the proposed CPD program changes and associated definitions in principle, to allow RPPC to undertake further consultation in order to finalize a model for Board approval and implementation in 2025.**

## NATIONAL

### ❖ Further discussions about P.Tech

President Mooney invited feedback from the Board of Directors regarding the idea of a national designation for certified engineering, focusing on the P.Tech designation as the preferred option that was proposed at the April Leadership Council meeting of TPC, noting that there would be further discussions and consultation with members before any implementation. Concerns were raised about branding for the association, potential confusion around the term 'Technologist', and the value of "professional" in a designation in engineering. Steps were outlined for the further exploration of P.Tech, emphasizing the value proposition to members. The discussions also touched on communication strategies, document signing processes, and the need for clarity in terminology differentiation. If implemented, next steps would involve finalizing implementation details, and ensuring proper communication and feedback to members. The next step will be for staff to reach out for a legal review of the possibility of using P.Tech in Ontario.

## GOVERNANCE

### ❖ Membership Dues Policy – verbal update

Mr. Raymond provided a verbal update regarding the status of the Membership Dues Policy changes, which includes revisiting early retirement provisions for members who are between 55 and 65 years of age. The FAC is currently reviewing the policy and aims to bring forth a final recommendation for the Board's approval at the upcoming September meeting, which is in line with the deadline of September 30 provided by OACETT's lawyers. Mr. Raymond invited all Board members to reach out to FAC if they want to be involved in any of the deliberations on this matter.

### ❖ Financial Management Policy – updated

Mr. Raymond outlined the updates made to the Financial Management Policy, which included updating titles and authority, and modifying signature requirements to align with other organizations. Reporting requirements remain otherwise unchanged. There were no questions from the Board.

**5898 Moved by Brian Raymond, Seconded by Rosanna Tyrer and Carried.  
Resolved that Board of Directors approves the updated Financial Management Policy as presented.**

### ❖ Financial Reimbursement Policy

Mr. Raymond introduced the updates made to the Financial Reimbursement Policy, which included updating submission deadlines, so that expenses now need to be submitted every month, instead of yearly, to assist with accuracy of forecasting. There were also updates regarding calculating mileage claims. There were no questions from the Board.

**5899 Moved by Brian Raymond, Seconded by Norman Sandberg and Carried.  
Resolved that the Board of Directors approves the proposed and updated Financial Reimbursement as presented.**

❖ **Discussion about expectations for items coming forward for the Board's approval**

The Board of Directors discussed the importance of ensuring that items brought to the Board have sufficient information for decision-making, without duplicating committee work. There was emphasis on the importance of requesting additional information in advance to prevent decision-making delays, ensuring that responses can be prepared ahead of time. That included requesting clarification if for any reason the motion language is unclear. Furthermore, issue sheets must be thorough, providing ample evidence, rationale and context to support the decision-making process at the Board level.

❖ **Awards Subcommittee Terms of Reference – updated**

Roy Sue-Wah-Sing, Chair of the Member Engagement and Services Committee (MESC) outlined the composition of the updated Awards Subcommittee Terms of Reference. However, there were inconsistent versions of the document being presented. As a result, the motion was tabled, with the understanding that the Awards Subcommittee Terms of Reference would be brought for the Board's approval when the Board is gathered for the Strategic Plan retreat in July.

**5900 Moved by Stephanie Pesheau, Seconded by Alex Lusty and Carried. Resolved that Board of Directors approves the tabling of Motion # 8.5: Resolved that the Board of Directors approves the Terms of Reference for the Awards Subcommittee as presented by the Member Engagement and Services Committee.**

❖ **Associate Participation on Committees**

Norman Sandberg, Chair of the Governance, Policy and Strategy Committee (GPSC) presented the Committee's recommendation for Associate participation in committees and subcommittees. There were some reservations expressed about extending voting rights and participation to Associate members who have not met all the association's standards. Further concerns were discussed, such as hindering efforts to encourage long-standing Associate members to become certified members and maintaining strict composition criteria for certain committees and subcommittees.

As the Fletcher Foundation AGM was to commence at 2:30pm, this motion was tabled, and the Board meeting temporarily adjourned.

**5901 Moved by Stephanie Pesheau, Seconded by Shelley Parker and Carried. Resolved that Board of Directors approves the tabling of Motion # 8.6: Resolved that the Board of Directors approves the Governance, Policy and Strategy Committee's recommendation for Associate participation on committees, as presented.**

Following the adjournment of the Fletcher Foundation AGM, the Board meeting reconvened at 3:00pm. During the resumed discussion on Associate participation in committees, concerns were raised about approving motions and ensuring they align with future requirements. The importance of the Nominating Committee's role in reviewing qualifications and competencies for committee roles was emphasized. Additionally, it was suggested that the Nominating Committee collaborate with other committees to establish clear criteria for participation.

**5902 Moved by Stephanie Pesheau, Seconded by Shelley Parker and Carried with two Opposed and one Abstention. Resolved that the Board of Directors approves the Governance, Policy and Strategy Committee's recommendation for Associate participation on committees, as presented.**

## BOARD WORKSHOP SESSION

Cheryl Farrow, CEO, introduced Gary Breininger, the Board's Workshop Facilitator and Managing Partner of BGR Strategic Growth Coaching. The Committee Chair Skills Development session began with a focus on Facilitation Skills Development, emphasizing the facilitative chair concept, effective facilitation models, and key skills for mastering facilitation techniques. The Role of Committee Chairs was discussed, highlighting the importance of teamwork facilitation and achieving great results through building and guiding effective teams. The concept of a Facilitative Chair as observer, interpreter, and interventionist roles was introduced, emphasizing active listening and efficient meeting facilitation. Effective communication strategies, supportive language use, and encouragement in communication were emphasized, along with validation, empathy, and understanding others' perspectives. A practical exercise also helped the Board to develop principles for delegation. Following the meeting, Mr. Breininger will share different versions of the Facilitation Guide reviewed during the workshop, which staff will distribute to the Board of Directors.

### ❖ Upcoming Meetings

All members of the Board of Directors confirmed their availability for the Strategic Planning Retreat on July 20-21, 2024.

- Saturday July 20, 2024 – Sunday July 21, 2024 – In-Person – Hilton Mississauga/Meadowvale Hotel: 6750 Mississauga Rd, Mississauga, ON L5N 2L3
- Wednesday Sept. 25, 2024: 5:00 p.m. – 9:00 p.m. -- Online – MS Teams
- Friday Nov. 22, 2024 – Saturday Nov. 23, 2024 -- In-Person (Location TBD)
- Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Wednesday April 9, 2025: 5:00 p.m. – 7:00 p.m. -- Online – MS Teams
- Saturday May 24, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM
- Friday June 13- Sunday June 15, 2025- Meeting and Conference – In-Person – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

### ❖ New Business

No New Business was brought forward.

### ❖ In-Camera

Due to time constraints, no in-camera sessions were conducted.

### ❖ Adjournment

The meeting was adjourned at 3:35pm.

## FLETCHER FOUNDATION AGM

President Mooney invited Bob Jameson, the Chair of the Fletcher Foundation to call the AGM to order. He reminded the attendees that in accordance with the new governance changes, the OACETT Board of Directors now serve as the voting members of the Foundation.

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Secretary

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President

## **ACTION ITEMS**

- MESC to finalize the Regional Secretary Terms of Reference for approval at the Strategic Planning Retreat in July.
- A copy of the signed Indemnification agreement will be sent to Mr. Liam Croft post-meeting.
- Staff to compile a list of all relevant questions related to the new CPD Program for RPP and CPD Committees, so that answers can be prepared for the Board of Directors.
- Staff to seek legal review of the ability to use P.Tech as a certification mark in Ontario.
- FAC to finalize the Membership Dues Policy for approval at the September Board meeting (deadline of September 30 provided by OACETT's lawyers).
- MESC to finalize the Awards Subcommittee Terms of Reference for approval at the Strategic Planning Retreat in July.
- Mr. Breininger will share different versions of the Facilitation Guide reviewed during the workshop, which staff will distribute to the Board of Directors.