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

September 25, 2026 (Virtual)

Present:

Christopher van Dop, C.E.T.	President
Stephanie Nuttall-Pesheau, C.E.T., CAPM	President-Elect
Micheal Mooney, C.E.T.	Past-President
Norman Sandberg, C.E.T.	Central Region
Brian Raymond, CD, C.E.T.	Eastern Region *(**stepped away from 2:18 p.m. to 2:25 p.m. and departed at 4:47 p.m.)*
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
Kim Crane	Heads of Technology Representative
Camille Glover	Public Representative *(**stepped away from 4:12 p.m. to 4:20 p.m.)*

Staff:

Cheryl Farrow, MBA, CAE	Chief Executive Officer
Lily Rudeychuk, CPA, MBA	Director, Finance and Corporate Services
Barry Billing	Director, RPP | OACETT Registrar
David Terlizzi	Director, MES, Government Relations
Elle Armstrong	Administrator, Executive Office

Guests:

Carol Warner, C.Tech	Deputy Registrar

Regrets:

Thomas Miedema	Student Representative

❖ President's opening remarks and call to order

President Christopher van Dop called the meeting to order at 1:03 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

No conflicts of interest were declared.

❖ Approval of the Board Meeting Agenda

6028 **Moved by Camille Glover, Seconded by Taylor Rohmann and Carried.**
Resolved that the Board of Directors approves the agenda as presented.

HEADS OF TECHNOLOGY (HOT) REPRESENTATIVE SWEARING IN

❖ Swearing of Oath

Barry Billing, Registrar and Commissioner of Oaths for OACETT, was responsible for swearing in Kim Crane as the Incoming Head of Technology (HOT) Representative and welcomed her to the OACETT Board of Directors for 2026-27.

❖ Indemnification Agreement

Ms. Crane was asked to sign a personalized version of the Indemnification agreement, which had been drafted by OACETT's legal counsel and was available for advanced review. A copy of this signed document was provided to Ms. Crane post-meeting.

CONSENT AGENDA

❖ Approval of the Consent Agenda

At the request of a Board member, item 4.4 (Belonging and Inclusion Committee Report) was removed from the Consent Agenda for separate discussion.

6029 **Moved by Taylor Rohmann, Seconded by Norman Sandberg and Carried.**
Resolved that the Board of Directors approves the items in the Consent Agenda as amended.

❖ Approval of the Belonging and Inclusion Committee (BIC) Report

The Board discussed Indigenous representation and noted the distinction between OACETT's obligations as a public entity with respect to Indigenous representation and broader equity-seeking group representation. Board members suggested obtaining legal advice regarding any obligations OACETT may have before further recommendations are developed.

6030 **Moved by Lara Widdifield, Seconded by Micheal Mooney and Carried.**
Resolved that the Board of Directors approves Consent Agenda Item 4.4 (Belonging and Inclusion Committee Report) as presented.

FINANCE AND AUDIT (FA)

❖ Preliminary Initiatives Plans for 2027

Brian Raymond, Treasurer and Chair of the Finance and Audit Committee (FAC), presented the Preliminary 2027 Initiatives Plans. The Board reviewed the proposed initiatives and discussed opportunities to prioritize Canadian-based vendors and consultants where appropriate. Board members also considered strategic priorities related to workforce development within the defence sector and agreed that this initiative should receive increased attention during future planning discussions. The Board also sought additional clarity on a couple of the items, which

was provided. Following discussion, the Board expressed support for the proposed initiatives and recommendations.

6031 Moved by Brian Raymond, Seconded by Camille Glover and Carried.
Resolved that the Board of Directors approves the Preliminary Initiatives Plans for 2027 as recommended by the respective committees and the CEO.

❖ Year-to-Date (YTD) Financials and Preliminary 2026 Year-End Forecast

Mr. Raymond presented the year-to-date financial statements and preliminary forecast for fiscal year-end 2026. The variance report provided an overview of the organization's financial position, noting positive performance in several revenue streams, including membership dues, continuing professional development programming, and grant funding. The Board discussed the impact of credit card processing fees and the possibility of reviewing cost recovery approaches in the future. Board members also reviewed spending related to strategic initiatives and expressed confidence in the overall financial health of the organization.

❖ Investment Update

The Board reviewed concerns that had recently been identified regarding the management and oversight of OACETT's investment portfolio. Board members discussed the importance of ensuring appropriate governance, transparency, and alignment with OACETT's investment objectives. Following discussion, the Board agreed that an independent review would provide valuable insight and support future decision-making.

6032 Moved by Micheal Mooney, Seconded by Scott Martin and Carried.
Resolved that the Board of Directors approves engaging a consultant to conduct a review of OACETT's investment portfolio, acknowledging an unbudgeted commitment to a maximum of $7,000.

MEMBER ENGAGEMENT AND SERVICES (MES)

❖ New Engagement Model

The Board received an update on the progress to date in finalizing dates, locations and topics (where appropriate) for the different events included in the new model. The Board also reviewed the decision-making process to identify learnings that could inform future time-sensitive decisions when they may be required, and to ensure clarity on the options that were shared in May.

GOVERNANCE, POLICY AND STRATEGY (GPS)

❖ Policy Updates

Norman Sandberg, Chair of the Governance, Policy and Strategy Committee (GPSC), presented proposed revisions to GP404 Volunteer Management on behalf of the GPS

Committee. The proposed updates were intended to clarify volunteer dismissal criteria, align the policy with GP105 Committees of the Board of Directors, strengthen confidentiality expectations, and provide greater clarity regarding attendance requirements and communication responsibilities. The Board discussed the proposed changes and agreed that the revisions would improve consistency and support effective volunteer governance.

6033 **Moved by Norman Sandberg, Seconded by Stephanie Nuttall-Pesheau and Carried.**
Resolved that the Board of Directors approves as presented the updates to GP404 Volunteer Management, as recommended by the Governance, Policy and Strategy Committee (GPSC).

REGISTRATION AND PROFESSIONAL PRACTICE (RPP)

❖ Updated Code of Ethics and Rules of Professional Conduct

Taylor Rohmann, Chair of the Registration and Professional Practice Committee (RPPC), presented proposed updates to the Code of Ethics and Rules of Professional Conduct. He noted that most of the recommended revisions arose from a review conducted by a consultant as part of the Belonging and Inclusion Committee's work plan and were intended to modernize language, remove gender-specific terminology, and improve inclusivity. The Board discussed the importance of ensuring that any revised language maintained the clarity, enforceability, and legal integrity of the existing provisions. Board members expressed concern that certain updates could create ambiguity when compared to terminology that has an established legal interpretation. Following discussion, the Board agreed that additional review, including legal feedback and further consideration of proposed definitions, would be beneficial before proceeding. The item was deferred to the November 2026 Board meeting.

❖ Updated Fellow Criteria and Required Evidence

Mr. Rohmann provided an overview of proposed revisions to the Fellow designation criteria and supporting evidence requirements. Barry Billing explained that the changes were intended to improve consistency, transparency, and repeatability in the evaluation process while ensuring the designation continues to recognize exceptional achievement and contribution to the profession. Board members discussed the proposed approach and provided feedback for future consideration. The item was received for information.

❖ Change to Monthly Admission Approval

The Board reviewed a proposal to revise the admissions approval process under By-Law 20. Discussion focused on improving administrative efficiency while maintaining appropriate regulatory oversight and Board accountability. Board members considered the differences between certified and associate admissions, potential service improvements for applicants, and the importance of preserving Board involvement in exceptional or contested cases. Following discussion, the Board agreed that additional refinement of the proposal was required and

directed the Registration and Professional Practice Committee to bring an updated recommendation to the November 2026 meeting.

SELECTION COMMITTEE

❖ Nominating Committee Vacancies and Next Steps

Micheal Mooney, Chair of the Selection Committee, provided an update on vacancies within the Nominating Committee and the challenges experienced in recruiting qualified volunteers to fill the remaining positions. The Board discussed the importance of maintaining broad regional representation and ensuring succession planning for future committee appointments. Board members supported continuing recruitment efforts while extending the terms of existing committee members to maintain committee operations during the transition period.

6034 **Moved by Micheal Mooney, Seconded by Lara Widdifield and Carried.**
Resolved that the Board of Directors approve a one-year extension of the current terms of Britany Hodge, C.E.T., mica (Eastern Region Representative) and Michael Wilson, C.E.T. (Toronto Region Representative) on the Nominating Committee, extending their terms from November 2026 to November 2027.

The Board also directed that recruitment efforts continue and requested that draft Terms of Reference for the Selection Committee be prepared for consideration at the November Board meeting.

LEGAL

❖ Exploring New Legal Counsel Options

President van Dop introduced a discussion regarding legal services provided to OACETT and the potential need to review OACETT's legal support requirements. Board members discussed the value of periodically assessing legal service arrangements to ensure they continue to meet organizational needs and provide appropriate expertise. The Board considered the possibility of conducting a competitive procurement process and agreed that any future request for proposals should allow current legal counsel an opportunity to participate. The Board also acknowledged that organizational needs may at times be addressed through changes to assigned personnel rather than changes to legal service providers.

6035 **Moved by Micheal Mooney, Seconded by Mladen Ivankovic and Carried.**
Resolved that the Board of Directors create a working group, as defined in the Terms of Reference provided, to identify requirements for legal input, and to generate an RFP to identify and procure a legal firm for future work for OACETT.

Board members are invited to reach out to President van Dop if interested in serving on the working group, with Camille Glover, Public Representative, indicating her interest at the meeting.

EMERGING TECHNOLOGIES

- **Recommended approach going forward**

Cheryl Farrow, CEO, presented a proposed framework for addressing emerging technologies as one of OACETT's strategic priorities. The framework outlined an annual approach involving the identification of emerging technologies through member engagement, assessment using Technology Readiness Levels (TRLs), evaluation supported by artificial intelligence tools and subject matter experts, and the development of recommendations through the annual planning process. Board members discussed the proposed methodology and agreed that it would provide a structured and scalable approach for evaluating technology trends and emerging opportunities relevant to the profession.

6036 **Moved by Micheal Mooney, Seconded by Kim Crane and Carried.**
Resolved that the Board of Directors approves as presented the proposed annual approach to addressing Emerging Technologies going forward as a strategic priority.

MEETINGS

The Board reviewed upcoming meeting dates, including the confirmed November 20-21, 2026 in-person meeting at the Walper Hotel in Kitchener.

Board members were encouraged to provide agenda suggestions ahead of the November meeting.

UPCOMING MEETINGS

- Friday, November 20 – Saturday, November 21, 2026 -- In-person- The Walper Hotel, 20 Queen St S, Kitchener, ON N2G 1V6
- Friday, February 26, 2027 (1:00 p.m. – 5:00 p.m.) -- Online – MS Teams
- Wednesday, April 28, 2027 (5:00 p.m. 7:00 p.m.) -- Online – MS Teams
- Saturday, June 5, 2027 (10:00 a.m. – 12:30 p.m.) -- Online – Virtual AGM
- June Board Meeting (Date TBD) -- Location TBD (Regional Hub)

NEW BUSINESS

President van Dop had two pieces of New Business.

- **CEO Evaluation**

Scott Martin, Chair of the Human Resources Committee (HRC), advised the Board of Directors that the annual CEO evaluation survey would be distributed in early October, in advance of the November Board meeting.

❖ November Travel Planning

Board members were reminded to submit travel plans to staff in advance of the November meeting, in accordance with the updated GP203 Financial Reimbursement policy.

There was an inquiry about participating remotely in portions of the November meeting. Board members unable to attend the November meeting in person and wishing to participate remotely were asked to provide details regarding their availability so staff could explore participation options.

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 Lara Widdifield.

Email vote(s) prior to the September meeting:

Following a resignation by the Eastern Region Representative on the Belonging and Inclusion Committee from, the Nominating Committee issued a call for applications in May 2026. The Committee reviewed all submissions, developed a shortlist, interviewed shortlisted candidates, and conducted an email vote, which concluded on July 29, 2026, to finalize its recommendation to the Board of Directors.

The Board of Directors was tasked with approving the candidate, as selected by the Nominating Committee.

Discussion was opened on August 11 with movers and seconders finalized and the vote was called on August 14, with a deadline to vote by end of day on August 17. The President announced the results on August 18.

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

6026 **Moved by Micheal Mooney, Seconded by Lara Widdifield and Carried.**
Resolved that the Board of Directors appoint Gaurav Kumar Bansal, C.Tech., as the Eastern Region Representative on the Belonging and Inclusion Committee for a one-year term commencing in September 2026 and concluding in September 2027, as recommended by the Nominating Committee.

The motion was carried.

Following a departure from the current Heads of Technology representative from his college, he was no longer eligible to serve as the HOT representative on the OACETT Board. We reached out to the HOT executive and Kim Crane, Dean of the School of Skilled Trades and Engineering Technology at Cambrian College in Sudbury, who is the current Chair of HOT, has advised that she herself will be our new representative.

The Board of Directors was tasked with approving the appointment.

Discussion was opened on September 1 with movers and seconders finalized and the vote was called on September 8, with a deadline to vote by end of day on September 10. The President announced the results on September 11.

6027 **Moved by Scott Martin, Seconded by Mladen Ivankovic and Carried.**
Resolved that the Board of Directors appoints Kim Crane as the HOT Representative on the Board of Directors to complete the current Board term ending June 2027 and with eligibility to continue for two subsequent terms, as recommended by the Ontario Heads of Technology.

The motion was carried.

Email vote subsequent to the September meeting:

Following the November 2024 Board decision, staff prepared the September 25, 2026 Board meeting minutes for review and approval via email vote. Discussion opened on October 5, 2026, with movers and seconders confirmed. The vote was called on October 8, 2026, with a deadline of October 12, 2026. The President announced the results on October 13, 2026. 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:

6037 **Moved by Camille Glover, Seconded by Norman Sandberg and Carried.**
Resolved that the Board of Directors approves the September 25, 2026 Board Meeting Minutes, as presented.

The motion was carried.