

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

September 26, 2024 (Virtual)

Present:

Micheal Mooney, C.E.T.	President
Christopher van Dop, C.E.T.	President-Elect
Rosanna Tyrer, C.E.T., rcji,	Past-President
Norman Sandberg, C.E.T.	Central Region
Brian Raymond, C.E.T.	Eastern Region
Shelley Parker, A.Sc.T.	Horseshoe Region
Stephanie Pesheau, C.E.T.	Northern Region
Roy Sue-Wah-Sing, C.E.T.	Toronto Region (<i>Joined the meeting at 5:30pm</i>)
Samuel Nammari, C.E.T., P.Eng	Western Region
Liam Croft	Student Representative
Mladen Ivankovic, C.E.T	Young Professionals Representative
Alex Lusty	Public Representative
Daniel Liao	Heads of Technology

Staff:

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

Guests:

Gabriela de Leon	CultureAlly Representative (<i>Left the meeting at 6:18pm</i>)
Katie Latta	CultureAlly Representative (<i>Left the meeting at 6:18pm</i>)
Mostafa Gamal	Endeavour Representative (<i>Joined the meeting at 6:30pm; Left the meeting at 7:15pm</i>)
Sheng Li	Endeavour Representative (<i>Joined the meeting at 6:30pm; Left the meeting at 7:15pm</i>)

Regrets:

Alice Niu	Endeavour Representative
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❖ President's opening remarks and call to order

President Mooney called the meeting to order at 5:20 p.m. as some technical issues delayed the meeting start. President Mooney welcomed the Board of Directors, noting that the meeting was being recorded for accuracy of minutes.

❖ Disclosure of Conflicts of Interest

There were no disclosed conflicts of interest.

❖ Approval of the Board Meeting Agenda

5910

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

DIVERSITY, EQUITY AND INCLUSION (DEI)

❖ DEI Report and Recommendations (Phase 1)

Shelley Parker, Chair of the Diversity, Equity, and Inclusion Committee (DEIC) introduced the CultureAlly representatives, who provided an overview of DEI within OACETT and outlined future initiatives. The presentation covered key DEI concepts and defined terms such as fairness, equality, diversity, inclusion, and intersectionality. A survey, conducted between May 30 and June 17 with a 5% response rate, highlighted training as the top priority, with a focus on gender equity and barriers related to immigration and sexual orientation. Focus groups identified eight key themes, including challenges with certification, inconsistent member experiences, financial barriers, and the need for better communication. Recommendations included policy updates, regular training, and enhanced communication efforts, but concerns were raised about the low survey response rate and the applicability of some recommendations to a membership-based organization.

Board members discussed the importance of refining the DEI strategy to reflect OACETT's needs, address systemic barriers, and ensure continuous engagement. It was acknowledged that further conversations and updates to the strategy would be needed, particularly around foreign experience recognition and Indigenous priorities. The next steps involve finalizing the DEI framework and action plan, as well as establishing criteria for training programs that support professional growth and career advancement. Ms. Parker expressed gratitude to the CultureAlly representatives, who then left the meeting.

5911

**Moved by Shelley Parker, Seconded by Samuel Nammari and Carried.
Resolved that the Board of Directors approves, as presented, the DEI report and recommendations as recommended by the Diversity, Equity and Inclusion Committee, to inform the development of a final framework and action plan.**

STRATEGIC PLANNING

❖ Strategic Plan

Norman Sandberg, Chair of the Governance Policy and Strategy Committee (GPSC) presented the finalized 2025-2027 Strategic Plan for approval. Although the budget for consulting services was set at approximately \$20,000, Endeavour Consulting, a pro bono organization, offered their services at no cost. The GPS Committee recommended a donation of \$11,500 for Endeavour's work. The Board agreed to discuss the consultant's fees after the presentation, at which point

the Endeavour Consulting representatives joined the meeting. Key elements of the plan include the vision of certifying and recognizing engineering and applied science professionals, and a mission focused on supporting safe communities and successful businesses. Five core values—professionalism, growth, recognition, relevance, and belonging—were identified.

Concerns were raised about the clarity of certain language in the plan, such as the phrase "embrace innovative and forward thinking" and the exclusion of certification in the membership growth pillar. The group also debated rephrasing "lower priority" to "longer-term priority" to ensure proper emphasis on chapter engagement. Additionally, they agreed to update "college policy advisory committees" to "college program advisory committees," noting the importance of this change for accuracy. After addressing these concerns and revising "policy" to "program", the Board unanimously approved the amended 2025-2027 Strategic Plan. Mr. Sandberg thanked the Endeavour representatives for their time, and they subsequently left the meeting.

5912

Moved by Norman Sandberg, Seconded by Christopher van Dop and Carried.

Resolved that the Board of Directors approves, as amended, the 2025-2027 Strategic Plan as recommended by the Governance, Policy and Strategy Committee.

The Board of Directors unanimously approved a donation of \$11,500 to Endeavour Consulting. The Board determined that this amount was an appropriate reflection of the services provided, considering thorough discussions and evaluations of Endeavour's contributions. It was clarified that Endeavour's recommendation for compensation was \$10,000, described as a soft suggestion rather than a firm requirement.

5913

Moved by Norman Sandberg, Seconded by Shelley Parker and Carried.

Resolved that the Board of Directors approves \$11,500 as a donation to Endeavour Consulting, as recommended by the Governance, Policy and Strategy Committee.

CONSENT AGENDA

❖ Approval of the Consent Agenda

President Mooney gave a verbal update to the President's Report, noting challenges that impacted being able to provide a written report. The Board approved the Consent Agenda items, except for the Continuing Professional Development (CPD) Guidebook draft and the Business Continuity Plan, which were presented as drafts for informational purposes and are not yet finalized.

5914

Moved by Mladen Ivankovic, Seconded by Stephanie Pesheau and Carried.

Resolved that the Board of Directors approves the items in the Consent Agenda as presented, with the exception of the CPD Guidebook draft and the Business Continuity Plan, as noted.

FINANCE

❖ Preliminary Initiatives Plans for 2025

The Board reviewed the Preliminary Initiatives Plan for 2025, which outlines new ideas and multi-year projects requiring specific investment. The final presentation, including the budget, will be brought to the Board for deliberation at the November meeting. The rebranding costs for P.Tech. were clarified as applicable only for the upcoming year, with additional expenses anticipated in the following year for the actual marketing and communications efforts (vs. just the collateral updates). Concerns were raised about fully committing to P.Tech., as this could significantly impact other initiatives. The Board will continue to explore the feasibility of this transition. Budget discussions focused on ensuring that funding for new initiatives does not divert resources from other critical areas. It was agreed that the certification collateral costs, such as the e-book and exam, should be added to the rebranding budget for further consideration. Final decisions will be made at the November meeting.

❖ YTD Financials and preliminary forecast for year-end 2024

Brian Raymond, Chair of the Finance and Audit Committee (FAC) reviewed the Year-To-Date Financials and the preliminary forecast for year-end 2024. Dues revenue is slightly above budget, indicating a positive financial position, while expenses are expected to be at or slightly below budget, highlighting efficient staff management. Additionally, the investment portfolio is showing recovery as interest rates decline, benefiting the bond-heavy strategy. Staff and the FAC were tasked with reviewing all master spreadsheets to ensure that outdated terminology, such as IETO and PAS, are replaced with the correct terms: RPP and MES.

GOVERNANCE

❖ Membership Dues and Fees Policy

Mr. Raymond introduced proposed changes to the Membership Dues and Fees Policy, as recommended by the FAC. The key modification includes eliminating the early retirement age of 55, replacing it with a provision allowing members with at least 35 years of active service to retire early. Concerns were raised about a discrepancy between legal counsel's recommendation to retain the current policy and the proposed changes. The Board of Directors acknowledged that having defensible legal opinions does not entirely eliminate the risk of challenges and associated legal costs. After thorough discussion, the Board approved the policy changes as amended. It was noted that further clarification on the definition of "partial load" faculty members is necessary to ensure alignment with college standards.

Further concerns were raised regarding the verifiability of the term "full year partial load," as colleges do not have a standardized definition. As a result, it was agreed that the instructor eligibility piece would be stricken and reverted to its original wording until revised language is proposed. The amended Membership Dues and Fees Policy, excluding the instructor section, will proceed with the Finance and Audit Committee tasked with revisiting and suggesting updated wording at a future date.

5915

Moved by Brian Raymond, Seconded by Norman Sandberg and Carried, with two Opposed and one Abstention.

Resolved that the Board of Directors approves the Membership Dues & Fees Policy, as amended, and recommended by the Finance and Audit Committee.

❖ Awards Subcommittee Terms of Reference

Roy Sue-Wah-Sing, Chair of the Membership, Engagement and Services Committee (MESC) provided an update to the Board of Directors regarding the recruitment and selection process as specified in the Awards Subcommittee Terms of Reference. The following amendments were made: terminology updates, clarification that the recruitment and selection process is conducted by the MESC and a stipulation that committee members are limited to a maximum of three consecutive terms. These adjustments ensure alignment with the structural guidelines of other committees and subcommittees.

5916

Moved by Roy Sue-Wah-Sing, Seconded by Shelley Parker and Carried, with one Opposed.

Resolved that the Board of Directors approves the Terms of Reference for the Awards Subcommittee as presented and recommended by the Member Engagement and Services Committee.

❖ Nominating Committee Timeline to 2025 AGM

Rosanna Tyrer, Past-President and Chair of the Nominating Committee presented the timeline for the 2025 AGM. She emphasized the committee's recommendation to hold the Member Engagement Services (MES) election in May rather than September, when other committee members are appointed. This adjustment is intended to streamline the application process and improve overall member engagement by enabling the announcement of MES election results during the June AGM. Despite this proposed change, significant concerns were raised regarding the recruitment timeline, particularly the gap between candidate applications in April and appointments in September. This extended period has previously led to confusion and inquiries from members, despite clear communication efforts. Ultimately, the committee decided to maintain the existing recruitment timing to align with the Annual General Meeting (AGM), as recommended by the Nominating Committee.

5917

Moved by Rosanna Tyrer, Seconded by Christopher van Dop and Carried, with one Opposed

Resolved that the Board of Directors approves as presented the timeline for the upcoming governance transition, as recommended by the Nominating Committee.

The Board of Directors discussed a recommendation brought forth to the Nominating Committee by the DEI Consultant, CultureAlly, regarding the use of candidate photos in election profiles. During the discussion, concerns were raised about the potential unconscious bias that may

arise from including candidate photos. Several members emphasized the importance of maintaining transparency in the election process, questioning how voters could identify candidates without their names and photos. It was also noted that excluding these elements might contradict the DEI report's goals of promoting diversity and equal representation in leadership roles. After thorough consideration of these concerns, the Board ultimately resolved to approve maintaining the use of candidate photos for election. Next steps will include reporting back to the Diversity, Equity, and Inclusion Committee to review the decision-making process surrounding this issue.

5918

Moved by Rosanna Tyrer, Seconded by Mladen Ivankovic and Carried, with two Opposed Resolved that the Board of Directors approves maintaining the use of photos for candidates for election, as recommended by the Nominating Committee.

MEMBER SERVICES

❖ Providing services in French

The Board of Directors reviewed the need for French language services for members. Concerns were raised regarding the absence of these services for francophone members, particularly highlighted by complaints from chapter executives and predominately French-speaking colleges. In response, the Board decided to approve actions proposed by staff to provide certification services in both French and English, rather than pursuing full bilingual service. The main action required is the translation of the exam bank, as technical report reviews are already available in French. Additional concerns were expressed regarding the significant financial investment required to provide certification in French, particularly if the interest from members is low. It was noted that conducting a survey to assess member interest could incur higher costs, with agreement that the current proposal could be a more reasonable alternative. Ultimately, the Board approved the recommended actions to provide services to OACETT members in French.

5919

Moved by Christopher van Dop, Seconded by Samuel Nammari and Carried. Resolved that the Board of Directors approves the recommended actions and response in terms of providing services to OACETT members in French.

During the discussion, concerns were raised regarding the burden of translation costs on the Registration and Professional Practice Committee (RPPC), which had already established its initiatives plan for the upcoming year. In response, the Board discussed the importance of not delaying the translation process and voted to approve the use of unrestricted reserve funds to translate the Professional Practice Exam (PPE). This decision allows for immediate action on the translation without waiting for the following year's initiatives plan. Staff will provide a report back to the Board when work on the translation begins, ensuring that the Board remains informed about the progress. Accordingly, staff will update the PPE information on the website.

5920

Moved by Stephanie Pesheau, Seconded by Norman Sandberg and Carried, with one

Opposed.

Resolved that the Board of Directors approves using unrestricted reserve funds to translate the Professional Practice Exam.

NATIONAL

❖ Name Change Discussions

The Board discussed the potential certification change to "Professional Technologists" (P.Tech.), emphasizing the necessity of obtaining member feedback prior to implementing any changes. Concerns were raised about the timing of these proposed changes and the risk of disenfranchising member groups. Questions were posed regarding whether the necessary budgeted evaluations would be completed before seeking member approval, along with a request for clarity on costs and potential return on investment. It was noted that staff would provide estimates of the costs associated with the transition to P.Tech. and ensure this information is included in the upcoming member survey.

5921

Moved by Mladen Ivankovic, Seconded by Christopher van Dop and Carried, with one Opposed.

Resolved that the Board of Directors approves seeking member approval to change the Certified Engineering Technologist (C.E.T.) certification to Professional Technologist (P.Tech.), effective January 1, 2026.

The Board also recognized the need for broader discussions with larger groups to evaluate the appropriateness of pursuing a name change for OACETT, ensuring that all member voices are heard in the decision-making process.

5922

Moved by Shelley Parker, Seconded by Stephanie Pesheau and Carried, with one Opposition.

Resolved that the Board of Directors approves pursuing a name change for OACETT.

MEETINGS

❖ Planning for November in-person meeting

The location for the November Board meeting has been confirmed, and the calendar invitation has been updated accordingly. The Board members were encouraged to submit any agenda suggestions for the upcoming in-person meeting to ensure a comprehensive discussion.

UPCOMING MEETINGS

- Friday Nov. 22, 2024 – Saturday Nov. 23, 2024 -- In-Person ****Confirmed Location: Deerhurst Resort: 1235 Deerhurst Dr, Huntsville, ON P1H 2E8****

- Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Thursday April 25, 2025: 5:00 p.m. – 7:00 p.m. -- Online – MS Teams ****Please note the new date. Calendar invite has been updated.****
- Saturday June 7, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM ****Please note the new date. Calendar invite has been updated.****
- 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

❖ Update on protection of title

The Board discussed recent developments regarding the protection of the certified technician title, focusing on the terminology change associated with the settlement. They agreed to request a response from Kal Tire's lawyer by October 4, ensuring that the timeline for their feedback is clearly defined and not open-ended. Concerns were raised about the significant costs that Kal Tire franchisees may incur for signage updates due to the terminology change, which could potentially lead to a legal dispute. Despite these concerns, the Board approved the amended settlement with Belron Canada Inc.

5923

Moved by Roy Sue-Wah-Sing, Seconded by Norman Sandberg and Carried.

Resolved that the Board of Directors approves as amended the settlement with Belron Canada Inc. in protection of the Certified Technician title.

ADJOURNMENT

President Mooney made his closing remarks, thanking everybody for their participation. He informed the Board of his need to step back from some responsibilities for a short period, with a final decision to be made at the November Board meeting. President Mooney then declared the meeting adjourned at 9:37pm.

Secretary

President