

AGENDA

OACETT Board of Directors Meeting (Online)

Thursday September 26, 2024

5:00pm – 9:00pm

MS Teams link: [Click here to join the meeting](#)

A quick reminder about voting:

All Board members present at the meeting have the right to vote on every motion, with the exception of the student member. Staff, observers and guests also do not have the right to vote. It is expected that every Board member will vote on each motion and will make a decision either for or against. The President/Chair only votes in the event that a tie needs to be broken. A vote to abstain should only be used if a Board member has a conflict (which should be declared to the Chair prior to discussion) or, in the case of approving minutes, a Board member might abstain if they were not in attendance at the meeting for which the minutes are being approved. If you do not feel that you have enough information to make a decision, you need to request further information until you do feel sufficiently informed. If the requested information is not available, you should move to table the motion until the requested information can be provided.

Please refer to the [Board Manual](#) or [SharePoint repository](#) for more information.

*** Please note that the virtual meeting room will be open 15 minutes prior to the start of the Board meeting, for those interested in socializing a bit before the meeting begins. ***

5:00 pm - PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Please note that the Board meeting is being recorded for the purpose of accuracy of minutes.

1. **DISCLOSURE OF CONFLICTS OF INTEREST** (5 minutes) Micheal
2. **BOARD AGENDA** (5 minutes) Micheal
Motion to **APPROVE** required
3. **DIVERSITY, EQUITY AND INCLUSION (DEI)** (60 minutes)
 - 3.1 DEI Report and Recommendations (phase 1) Shelley/
CultureAlly
Motion to **APPROVE** required
4. **STRATEGIC PLANNING** (60 minutes)
 - 4.1 Strategic Plan Norman/
Endeavour Consulting
Motion to **APPROVE** required

5. CONSENT AGENDA (5 minutes)

Micheal

- 5.1 Adoption of Minutes
 - 5.1a Board Meeting Minutes- June 7, July 20-21 & September 26, 2024
 - 5.1b Update against Action Items- June 7 & July 20-21, & September 26, 2024 Meeting
 - 5.1c List of Board Motions
- 5.2 CEO Report – 2024 Strategic Plan and Action Plan tracking framework
- 5.3 President’s Report (*Verbal Update*)
- 5.4 Diversity, Equity and Inclusion Committee (DEIC) Report
- 5.5 Finance and Audit Committee (FAC) Report (*to follow – FAC met on Sept 18*)
- 5.6 Governance, Policy and Strategy Committee (GSPC) Report
- 5.7 Member, Engagement and Services (MESc) Report
- 5.8 Registration and Professional Practice Committee (RPPC) Report
- 5.9 Registrar’s Report
- 5.10 Young Professionals Committee (YPC) update
- 5.11 Student Representative Report
- 5.12 Heads of Technology (HOT) Report
- 5.13 Updated TORs to reflect “Associate” additions
- 5.14 Business Continuity Plan (attached as separate document)

Motion to **APPROVE** required

6. FINANCE (30 minutes)

- 6.1 Preliminary Initiatives Plans for 2025 Micheal
- 6.2 YTD Financials and preliminary forecast for year-end 2024 Brian

7. GOVERNANCE (30 minutes)

- 7.1 Membership Dues and Fees Policy Brian
- 7.2 Awards Subcommittee Terms of Reference Roy
- 7.3 Nominating Committee Timeline to 2025 AGM Rosanna

Motion(s) to **APPROVE** required

8. MEMBER SERVICES (15 minutes)

- 8.1 Providing services in French Micheal

Motion to **APPROVE** required

9. NATIONAL (20 minutes)

- 9.1 Name Change Discussions Micheal/All

Motion to **APPROVE** required

10. MEETINGS (5 minutes)

10.1 Planning for November in-person meeting

Micheal/All

- 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
- 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

11. NEW BUSINESS (5 minutes)

(Just a reminder that any new business should be proposed to the Chair prior to the meeting)

12. ADJOURNMENT

FOR REFERENCE:

[OACETT- Rules of Order Summary Sheet.pdf](#)

[Teams Etiquette for OACETT Board Meetings.pdf](#)

[Terms of Reference & Policies](#)