

**CCA Board Meeting**  
**March 31, 2009**  
**12:00-1:10 p.m. (Ottawa time)**  
**Teleconference**

**Present:** Maria De Cicco (Chair), Ron Lehr, David Paterson, Michel Turcotte, Linda Wheeldon, Connie Gerwing, Mona Chevalier, Réal LeClerc, June Sanderson, Hope Burke, Maxine MacMillan, Barbara MacCallum (Secretary).

**Regrets:** Janice Tester, Lynda Younghusband, Blythe Shepard, Kris Magnusson, Lorna Martin

**Welcome**

- Maria De Cicco welcomed board members and thanked everyone for taking the time to be on the call.

**Agenda**

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Policies
5. Legislative Support Fund
6. Conference Update
7. Chris Campbell Award
8. Next Meeting
9. Adjournment

**1. Approval of the Agenda**

**Motion:** To approve the agenda as presented.

**Moved by Mona Chevalier. Seconded by Réal LeClerc.**  
**CARRIED**

**2. Acceptance of minutes**

- It was noted that Marian McDonald's name was spelled incorrectly.

**Motion:** To accept the minutes of the January 13, 2009 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Mona Chevalier. Seconded by Connie Gerwing.**  
**CARRIED**

**3. Conflict of Interest**

All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items.

**4. Policies**

- the Policy Committee completed its work and the document was distributed to the Board for review.
- Section 11 of the policies still requires revision.
- Section 11 contains the operating policies that need to be placed into a common format and reviewed for accuracy.
- as they are amended they will be brought forward to the board for review and approval.
- Maria thanked the committee and congratulated them for their hard work.
- it was agreed that this was a wonderful document and that it clearly spells out the responsibilities of the board.
- any spelling corrections should be forwarded to Barb.

**Motion:** To adopt the Policy Manual as distributed with the proviso that Section 11 will be revised to reflect the current operating policies of CCA and that any revisions to these policies will be brought forward to the Board for review.

**Moved by David Paterson. Seconded by Connie Gerwing.  
CARRIED**

**5. Legislative Support Fund**

- three applications had been received.
- there is approximately \$7,100 in the legislative support fund.

**Motion:** To award \$1,500 to the New Brunswick application.

**Moved by Connie Gerwing. Seconded by Mona Chevalier.  
CARRIED  
1 ABSTENTION**

**Motion:** To award \$3,364 to the BC application and \$2,336 to the Nova Scotia application.

**Moved by Connie Gerwing. Seconded by Mona Chevalier.  
CARRIED**

- it was noted that the Nova Scotia application did not ask for a specific amount.
- the application process will be modified to indicate that a specific amount must be requested.
- it was also noted that BC must ensure that they are more specific with the BC Task Group with regard to expenses.

**6. Conferences**

**2008**

- financials should be available by the end of April 2009.
- CCA will receive between \$25,000 and \$30,000.

**2009**

- registration for Saskatoon is around 200 currently.

- Connie indicated that 300 are required for break-even.
- Connie requested that directors send out messages to their constituents encouraging attendance.

#### **2010**

- Barb noted that draft materials have been developed.
- a brochure will be available for Saskatoon.

#### **2011**

- Barb has obtained preliminary costs for hotels in Calgary, Edmonton and Ottawa.
- hotels in Calgary are quite expensive, around \$200 per night.
- Edmonton and Ottawa hotel rooms are in the \$150-\$170 range.
- there is a group of people (around 5) who have expressed interest in being the locals hosts in Calgary if it were chosen to be the conference city.
- a decision will be made at the April 30 Board meeting with regard to the city.

#### **7. Chris Campbell Award**

- seven applications have been received.
- Maxine MacMillan volunteered to chair the committee.
- Barb will distribute the applications to the committee.

#### **8. Next Meeting**

- Maria requested that the final meeting be on April 30, 2009 at 12:00 p.m. Ottawa time.
- the purpose of the meeting will be to report on committee work and to tie up loose ends.

#### **9. Adjournment**

The meeting adjourned at 1:10 p.m. (Ottawa time).

**Motion:** To adjourn the meeting.

**Moved by Réal LeClerc.  
CARRIED**

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President

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Date

**SUMMARY OF TASKS**

<b>Item</b>	<b>Agenda Reference</b>	<b>Item</b>	<b>Date</b>	<b>Responsibility</b>
1	5	Notify applicants about Legislative Support Fund decisions.	ASAP	Executive Director
2	4	Send corrections to policies to Barb	ASAP	Directors
3	7	Distribute Chris Campbell applications	ASAP	Executive Director

## SUMMARY OF MOTIONS

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CARRIED**

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**Moved by Mona Chevalier. Seconded by Connie Gerwing.  
CARRIED**

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CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Réal LeClerc.  
CARRIED**