

# Agenda

## Technology and Innovative Solutions Board Meeting

Apr 14, 2017 – 1:00PM AST

Location: via CCPA teleconferencing

**1.800.509.6344 Code: 6353295#**

Minutes prepared by Sherry Law

### Invitees

- Dan Mitchell (President)
- Sherry Law (President Elect)
- Shawn Smith (Director)
- Constance Lynn Hummel (Director)
- Michel Turcotte (Liaison to National Board)
- Lawrence Murphy (Director)

### Regrets/On Leave

- Linda Rombough (Secretary) – on leave
- Dawn Schell (Treasurer) – on leave

### 1. Welcome

### 2. Approval of Minutes

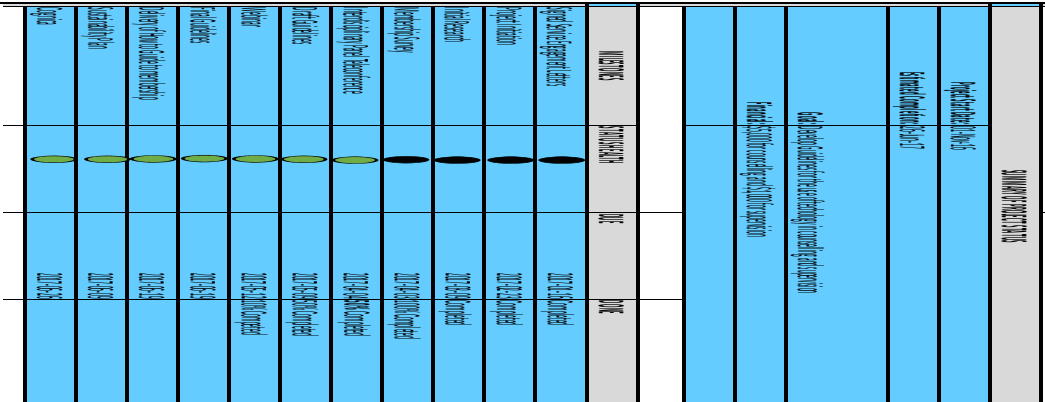
<b>Date(s)</b>	<ul style="list-style-type: none"><li>• 2017.03.17 – motion to accept ____</li></ul>
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### 3. Additional Agenda Items Today?

<b>Agenda Notes</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
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### 4. Main Topics for Discussion

<b>Office 365 Setup</b>	<ul style="list-style-type: none"><li>• First letter of first name followed by last name @ccpa-accp.ca. All passwords are Welcome1!</li></ul>
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<b>Guidelines Project Update/Questions/Discussion</b>	 <ul style="list-style-type: none"> <li>• Webinar June 9, 9:00 am PACIFIC TIME</li> </ul>
<b>Conference plans</b>	Newfoundland time zone <ul style="list-style-type: none"> <li>• Table at CCPA Booth Wed May 17, 10:15 am to noon,</li> <li>• Poster Session Wed May 17, 12:30 – 2:30 pm</li> <li>• AGM Th May 18, 4:45 – 6:00 pm             <ul style="list-style-type: none"> <li>○ Use CCPA T-con to allow off-site members to participate?</li> <li>○ Benefits&amp;Commitments doc</li> </ul> </li> </ul>

## 5. Committees

Committee	Chairperson/ members	
<b>Finance</b>	<b>Dan (interim),</b> Dawn (on leave), Linda (on leave)	Closing balance on March 24, 2017 was \$2,139.73. Expenses expected before the next Chapter Report: <ul style="list-style-type: none"> <li>• \$1000 contribution to Guidelines Project approx. end of June</li> <li>• Approximately \$400 to subsidize board members to attend the conference.</li> </ul>
<b>Member Relations</b>	<b>Sherry, Dan,</b> Dawn (on leave)	<ul style="list-style-type: none"> <li>• Member list in Yammer files</li> <li>• Engage on FB, Twitter</li> </ul>
<b>Public Relations</b>	<b>Sherry, Dan,</b> Dawn (on leave)	
<b>Web Development</b>	<b>Linda (on leave),</b> Shawn	<ul style="list-style-type: none"> <li>• Set up the Guidelines Project blog  <a href="http://ccpatechguidelinesproject.weebly.com">http://ccpatechguidelinesproject.weebly.com</a> </li> <li>• Set up the Facebook Page at  <a href="https://www.facebook.com/CCPATechGuidelinesProject">https://www.facebook.com/CCPATechGuidelinesProject</a> </li> <li>• Set up the Twitter account  <a href="https://twitter.com/CCPA_TechChpt">https://twitter.com/CCPA_TechChpt</a> </li> </ul>

<b>Ethics</b>	<b>Linda (on leave),</b> Lawrence, Constance, Dan	See Guidelines Project
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## 6. Meeting Adjournment

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## 7. Next Meetings

- May 12<sup>th</sup>, 9:00 am Pacific time ok?
- Meeting Pattern going forward
- Teleconference: [1.800.509.6344](tel:18005096344) Code: 6353295