

CCPA Tech Chapter Meeting Minutes

Date & time:	September 15th, 2017, 2:00 ADT
Location:	Teleconference
Minutes prepared by:	Linda Rombough

Agenda

Main topics for discussion

- We have 128 members! We also have 2 volunteers working for us! What more can we do?
- Voting on the newsletter, and discussion around more advertisement.
- Voting on July 14ths and Aug 18ths minutes postponed until further notice.
- Draft guidelines editing continues...
- New projects or ideas for TISC? Are you working on something that can be shared on the newsletter?
- Interest in becoming chair in one of our committees? (financial, ethics, member relations, public relations, web development)

Attendance at Meeting

<i>Name</i>	<i>Organization</i>	<i>Name</i>	<i>Organization</i>
Sherry Law	<i>Board</i>	Elise Meertens	<i>Director at Large</i>
Linda Rombough	<i>Secretary</i>	Michaela Slipp	<i>Director at Large</i>
Michel Turcotte	<i>Board Liaison</i>	Constance Lynn Hummel	<i>Director at Large</i>
Dan Mitchel	<i>Past President</i>	Lawrence Murphy	<i>Director at Large</i>
Dawn Schell	<i>Treasurer</i>		

REGRETS

Shawn Smith	<i>Director at Large</i>	Leila McKay	<i>Director at Large</i>

Meeting Notes, Decisions, Issues

1. Sherry reported bank balance to be \$1,093.56
2. We're now at 128 member + 2 volunteers.
3. We have a new volunteer, Lauren Wallace, who is very interested in getting involved.
4. There is an opportunity for volunteers to get involved in research, and conduct survey support, or can support us on a project basis (e.g. Michaela proposed at the last meeting to extend Guidelines to cover digital media).
5. Elise has indicated that she would like to edit and maintain Facebook page.

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6. Lauren indicated an interest to create a skill set and interest list of our membership in order to involve membership in different activities.
7. Voted on minutes:
 - April (motioned Lauren, and seconded by Constance)
 - May (motioned by Lawrence, and seconded by Linda)
 - July (motioned by Lawrence, and seconded by Dan)
 - August (motioned by Lawrence, and seconded by Linda)
8. Advertisement was reviewed to determine the appropriate rules around relevance, etc. as well as whether we should charge a fee. It was agreed that we should look at the rules held by the broader organization in order to best determine how to proceed. We will also contact the main office to find out about insurance for this activity.
9. Dawn indicated that the Guidelines should be ready by the Fall for release. This process is taking a little longer than anticipated but would like to have them presented at the Board Level for wider level discussion. Lawrence and Linda expressed their interest in participating in this process.
10. Board expressed an interested in getting involved in advocacy for our members on topics such as inter-provincial mobility, by taking an active role.

Action Items

<i>No.</i>	<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
1	Give Elise access to Facebook page	Linda	September	completed
2	Provide Lauren with a Skills Matrix template to develop for members	Linda	September	completed
3	Contact Barbara at the CCPA with regards to their advertising rules.	Sherry	October	
4	Contact head office to see if the presentation of our guidelines can be placed on the Agenda for the upcoming National meeting in November.	Michel	October	
5	F: with CCPA insurance around liability insurance and advertising in our newsletter	Linda	October	

Records of Decision

<i>No.</i>	<i>Record of Decision</i>	<i>Date</i>
1	Minutes for April, May, July, and August were approved.	September 15, 2017
2	Constance's ad was approved for the upcoming newsletter.	September 15, 2017

Next Meeting

October 13th, 2017, 2:00 ADT			
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