



CCPA Board Meeting

August 13, 2020

18:00 -18:30 (ET)

Present: Jen Rowett (Chair), Serge Hall, Siri Brown, Rabeea Siddique, Lori Rudniski, Kathy Offet-Gartner, Nicola Sherwin-Roller, Cynthia Schoppmann., George Maringapasi, Meredith Henry, Barbara MacCallum (Secretary).

Regrets: Liette Goyer, Kim Hollihan, Blythe Shepard, Melissa Jay, John Driscoll

Absent: Carrie Foster, Andrea Garland, Leah Lewis

Agenda

1. Welcome
2. Approval of Agenda
3. Conflict of Interest Declaration
4. Happy News!
5. Conference Update
6. Next Meeting
7. Adjournment

1. Welcome

The President welcomed everyone to the meeting and thanked Directors for attending this special meeting to talk about the upcoming CCPA conferences.

2. Approval of the Agenda

- Approving the agenda was added.

Motion: To approve the agenda as amended.

Moved by Lori Rudniski Seconded by Nicola Sherwin-Roller.

CARRIED

3. Conflict of Interest Declaration

- No conflict of interest declared.

4. Happy News

- The CCPA family is growing.
- Rabeea announced that she and her husband are expecting the birth of their first child on October 15, 2020.
- Congratulations!

5. Conference Options (2021 – 2024)

- Karina Albert and Alene Holmes prepared a document which outlined various options related to the CCPA conference to be held from 2021 to 2024.
- Thanks to Karina and Alene for a very detailed and comprehensive report.
- The original schedule was as follows:
 - 2021 Edmonton
 - 2022 Charlottetown
 - 2023 Toronto (no commitments at this point)
 - 2024 – no commitments at this point.
- Four options were presented:
 1. Hold our upcoming in-person conferences as planned i.e. Edmonton 2021, Charlottetown 2022.
 2. Opt-out of both upcoming contracts and hold virtual events instead, renegotiating in-person events with hotels when we return to some type of normalcy.
 3. Postpone both upcoming in-person events and hold virtual events for the time being and hope that we return to some type of normalcy when postponed events are scheduled to be held.
 4. Opt-out of Edmonton (and possibly hold in 2024), but keep the PEI conference in-person for 2022. Hold a virtual conference for 2021.
 - Option 2 would require CCPA to pay significant penalties to the Charlottetown hotel unless there was a provincial or national lock-down or the province limited the number of people who could gather in a group.
 - Option 4 seems the most popular one.
 - The following items were noted:
 - The budget for the 2021 virtual conference seems high, however, CCPA must ensure that the conference is well organized, interesting and fun for participants.
 - The keynote speaker budget has been increased to ensure that a high profile speaker that will draw participants is secured.
 - ACA is currently holding its conference.
 - ACA has some sessions pre-recorded and some live speakers so that participants can review sessions on their schedule not necessarily on the days the conference is held.
 - Sessions will be available for up to one year.
 - The fee of \$200 may be attractive given the fact that participants do not have travel or hotel costs.
 - There will be a lot of competition so the virtual conference must be done well.
 - The Awards ceremony could be held as a separate event.

Motion: To approve Option 4 - Opt-out of Edmonton (and possibly hold in 2024), but keep the PEI conference in-person for 2022. Hold a virtual conference for 2021.

**Moved by Meredith Henry. Seconded by Serge Hall.
CARRIED**

6. Next Meeting

The next meeting will be held on September 17, 2020 6:00 pm to 7:00 pm EST.

7. **Adjournment**

Motion: To adjourn the meeting.

**Moved by Rabea Siddique.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Lori Rudniski Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To approve Option 4 - Opt-out of Edmonton (and possibly hold in 2024), but keep the PEI conference in-person for 2022. Hold a virtual conference for 2021.

**Moved by Meredith Henry. Seconded by Serge Hall.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Rabeea Siddique.
CARRIED**