



CCPA Board of Directors Meeting
June 16, 2021 / 16 juin 2021
18:00-19:00 ET / HE

Present: Kathy Offet-Gartner (Chair), Carrie Foster, Jen Rowett, Kevin Alderson, Melissa Jay, Nicola Sherwin-Roller, Lori Rudniski, Rabeea Siddique, Cynthia Schoppmann, Arash Kameli, Liette Goyer, Kaitlyn Munn, Sylvie Arseneau, George Maringapasi, Corrine Hendricken-Eldershaw Janis Campbell, Barbara MacCallum, Kim Hollihan (Secretary), Andreea Andrei (note-taker), Pascale Thériault (note-taker).

Regrets: Siri Brown.

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest
5. Round Table – Check-In
6. BIPOC Events
7. Risk Management
8. AGM Walk-Through
9. November Board Meeting
10. Information Updates
 - a. COVID-19
 - b. Staffing
 - c. Conference
11. Committee Updates
12. Group Photo for Website
13. Adjournment

1. Welcome

- The President welcomed everyone to the meeting.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

Moved by Corrine Hendricken-Eldershaw. Seconded by Nicola Sherwin-Roller.
CARRIED

3. Approval of Minutes

Motion: To approve the May 1-2, 2021 Board Meetings Minutes as presented.

Moved by Sylvie Arseneau. Seconded by Kaitlyn Munn.
CARRIED

4. **Conflict of Interest**

No conflict of interest declared.

5. **Round Table – Check-In**

- Kathy Offet-Gartner invited the Board to share updates and initiatives in their province and how they foresee their upcoming term.
- Round table ensued.

6. **BIPOC Events**

- As National Office, Committees and Chapters begin to hold events for members who identify as BIPOC, the Board is asked if there is openness to providing guidance to event organizers regarding advertising, registration, self-identification and attendance eligibility.
- The purpose of such guidance would be to create consistent language and procedures that are welcoming and enhance inclusivity.
- Standardized messaging may be challenging as it depends on the purpose of the event and the intended audience.
- The Anti-Racism Advisory Group is asked to consider possible guidance for event organizers for consideration by the Board.

Actions:

- National Office will provide a concrete example to the Anti-Racism Advisory Group of a recent issue regarding registration for a BIPOC event.
- The Anti-Racism Advisory Group will explore communication and registration strategies and alternatives that could be shared with organizers of BIPOC events.

7. **Risk Management**

- Risk management will be a standing item on all Board meeting agendas.
- As there is nothing time-sensitive to report, this item will be carried over to the next Board Meeting.

8. **AGM Walkthrough**

- Time did not allow for a walkthrough of the agenda.
- Kathy Offet-Gartner will introduce the incoming Board at the AGM.
- Board members indicated if they would be present at the AGM.

9. **November Board Meeting**

- The November Board Meeting has already been booked for November 19 (Executive), 20 and 21 (Board), 2021 at the Novotel, Ottawa.
- Kathy Offet-Gartner proposed holding a hybrid event, where people can attend in person if they feel comfortable, but if not, they can attend via Zoom.
- National Office has reached out to Novotel to ask what are the options for cancelling:
 - Option #1 Full Cancellation – 50% cancellation fee of guest rooms and meeting room rental
 - 44 Room Nights – attrition (20%) = 35 Room Nights x \$159 x 50% CXL= \$2782.50
 - Moonlight Room x 1 Day x \$275 x 50% CXL= \$137.50

- Sunset Room x 2 Days x \$625 x 50% CXL= \$625.00
- Total Cancellation = \$3,545.00 (plus taxes)
- Option #2 Hybrid 2021 – Minimum Spend in 2021
 - If you choose to hold the event in 2021 and utilize Novotel Ottawa for Guest Rooms, Food & Beverage, and/or Meeting Room Rental
 - Minimum Spend of \$3,000 (plus taxes)
- Option #3 Postpone / Rebook
 - We would allow for an extension of the current agreement for an additional 6 months to host meeting and guest rooms by May 18, 2022
 - Subject to availability of meeting space and guest rooms
- This item will be revisited at the August 2021 Board meeting.

Action:

- National Office will determine the deadline to cancel the Novotel reservation.

10. Information Updates

COVID-19

- Ontario's re-opening plan commenced June 11, 2021.
- Covid-related protocols remain in place at National Office.
- There was a confirmed case of Covid at the office yesterday from a visit last week.
- Impacted staff have all been tested and results are negative.
- The office is closed until further notice and a deep cleaning is scheduled for tomorrow morning.
- A September 2021 return to office is under consideration, pending provincial and regional guidelines.
- A telework policy is under development to allow remote working for up to 40% of a staff member's work week.
- The hope is to have this policy through the ball toss and for Board approval at the August 18, 2021 meeting.

Staffing

- A self-care workshop was recently held for staff facilitated by Michael Sorsdahl.
- A diversity/LGBTQ2+ lunch and learn was held yesterday facilitated by former CCPA employee Khaled Kchouk.
- National Office reorganization was presented to staff and positively received.
- The restructure will take effect June 21, 2021.
- New employees include Pascale Theriault, Executive Assistant and Mohamed Issam Elamrani, Program Administrator.

Conference

- Feedback has been very positive.
- A healthy profit is anticipated.
- Exploring a hybrid event for the Charlottetown conference in 2022 with the option for delegates to attend virtually.
- Dates for May 2022 are as follows:
 - May 16 – Executive
 - May 17 – 18 – Board

- May 19 – Pre-Conference
- May 20 – 21 – 22 – Conference

11. Committee Updates

- Due to time constraint, this item will be carried over to the next Board Meeting.

12. Group Photo for Website

- Typically, a group photo of the Board is taken in person at the CCPA Annual Conference.
- As the meeting was held through Zoom, a picture of the Zoom meeting was taken and it will be posted on the website.
- The website will be updated with Board members photos and bios following the AGM.

13. Adjournment

Motion: To adjourn the meeting.

Moved by Sylvie Arseneau.

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Nicola Sherwin-Roller.
CARRIED**

Motion: To approve the May 1-2, 2021 Board Meetings Minutes as presented.

**Moved by Sylvie Arseneau. Seconded by Kaitlyn Munn.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Sylvie Arseneau.
CARRIED.**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	6	To discuss further on guidelines around self-identifying BIPOC events.	ASAP	The Anti-Racism Advisory Group
2	6	To provide a concrete example to the Anti-Racism Advisory Group of a recent issue regarding registration for a BIPOC event.	ASAP	National Office
3	9	To determine the deadline to cancel the Novotel reservation.	ASAP	National Office