# December 2, 2020 – BOD Meeting

**Place:** **Microsoft Teams** virtual meeting

**Time:** 09:00 am - 12:00 pm

In Attendance:

### Grant Aune

Deborah Blackmore

Shawn Reilly

Dan Oulette

Shelley Poirier

Cody Arnold

Mehboob Reza

Ed MacFarlane

Steve Garnett

Shelley O’Dell,

Christian Fournier

Regrets

Jamie Pelegrini (Last meeting as new board member elected)

Guest:

None

### AGENDA:

1. Call to Order 09:05 am
2. Additions to the agenda
   * Steps for Life 2021
   * BOD Elections 2020 / 2021
3. Approval of previous minutes
   * Cody A / Shelley O - Carried

**Updates**

1. Chair Update G Aune
   * Update from CSSE National (via Darrel’s update below) shared with the group.
     1. The new governance structure which was approved in September is going into effect after the AGM.
     2. Election updates – Darrel is moving to the national *Finance and Audit* role. The new *Altantic RVP* as elected will be **Mark Balsom** from Newfoundland
   * Deborah shared her discussion with Elizabeth Shelton on what is happening at the National level this year (in line with discussion at the upcoming AGM)
2. CSSE National Update
   * National AGM to be held on December 9, 2020 (2-5 AST). Please attend if you are able and you must register in order to attend.  Emails have been sent to all members and you can also register from the website by going to the calendar and clicking on the AGM link.
   * This year has been a year of change with CSSE moving away from its long-standing management company to a model of self-management.  Our New CEO, Elizabeth Shelton has been working hard to bring our CHSC courses online and identifying a game plan along with the board to make 2021 a year of growth for the CSSE.
   * There will be a proposed governance change that will be voted on at a special meeting of the membership in the new year which will change the make up of the National Board and provide us a new direction for the CSSE Link to Presentation given at a previous town hall <https://csse.org/uploaded/web/website/200930%20CSSE%20Town%20Hall%20G&HR.pdf>
   * Working on Member Value by preparing a suite of offers available to CSSE members, relaunching of the Mentorship program and working on a CRSP study group for those that are interested in writing their CRSP exam (emails have already been sent out by National to membership).
   * Chapter elections can take place at anytime and we will go back to the regular schedule elections in June of 2021.
3. COVID and BOD Team Updates
   * Round table discussion and updates

**Business Arising**

1. Website
   * Website French translations are being worked on in Nov with national (Matt McDonald) and Christian. Have identified all changes that need to be made to make our site bilingual.
   * Additional assistance was offered by national after submission of our annual report identifying this as an ongoing concern for our chapter.
2. Professional Development
   * Open to many suggestions on how we can plan for virtual events in the near future pending release of a COVID vaccine widespread. All physical events cancelled this year and no planning for next year at this time.
     1. Suggested that we can coordinate other groups HSSE virtual events and make available via our website. To be explored further.
3. Mentorship
   * Remove from agenda going forward. No updates.
4. Treasurer Report
   * Short financial report provided. Balance as of Dec 2, $9,262.92.
   * Trying to chase the last of the NAOSH 2019 invoices, board asked to provide alternate contact information if known. This was provided for all but Stark International. Ed will make one last ditch effort to contact these companies before accepting these outstanding invoices as Bad debt. 7 companies totaling $3,750
5. Steps for Life 2021
   * Will be 100% virtual in 2021 as we did in 2020. Committee does not want to plan for a physical event without confirmation that COVID restrictions will not impact the event in 6 months and then have to pivot again. As a result, planning to hold 2021 virtually.
     1. Same donation / virtual fundraising setup as 2020.
     2. Teams can register on the site, need to register for the “Saint John” event for the province.

**Election Cycle 2020 / 2021**

1. At the 2020 AGM (in effect as of this meeting) the following changes are made;
   * Professional Development Director Shelley Poirier (affirmed – Uncontested)
   * Membership Director Shelley O’Dell (affirmed – Uncontested)
   * Fundraiser/NAOSH Director Chalena Biggar (affirmed – Uncontested)
   * Treasurer Ed MacFarlane (affirmed – Uncontested)

**The board of directors welcomes Chalena Biggar to the 2020/2021 BOD.**

* + Chapter Business Guide changes also mean that (already done 2nd vice becomes the Social Media Director for the balance of the 2020 term. This role held by Christian Fournier.

**Election in June 2021**

* + **Executive Changes** 
    1. Vice Chair (Deborah Blackmore) moves to Chair position
    2. Social Media Director (Christian Fournier) has accepted and will move to 1st Vice Chair
    3. Chair (Grant Aune) moves to Past Chair position
    4. Past chair (Dan) leaves the Executive – *can be elected to any open position*
    5. **Secretary** position up for election.
       - Chapter guide states; Must be a BOD member in good standing for min 1 year
       - *Shawn Reilly Will let his name stand for election*
  + **Positions for General Election**
    1. **3 Director at Large** positions (Reza, Cody and Steve)
       - Cody has expressed that he will not seek re-election in 2021
    2. **Social Media Director**

**Planning Session 2021**

1. Discussion to outline 2021 meeting dates and have a discussion around topics for these meetings.
2. Open Forum / Discussion

Adjournment