



## Meeting Minutes

**Date:** Tuesday, September 15th, 2020

**Time:** 9:00 hrs Pacific, 10:00 hrs Mountain, 11:00 hrs Central, 12:00 hrs Eastern, 13:00 hrs Atlantic

**Duration:** 1 hour

**Attendees:** Corinne MacNab, Tricia Hutton, Dianne Levesque, Veronica Javier, Carly Froese, Sarah Allen, Samantha Mason.

**Guests:** n/a

**Regrets/Absent:** Jody Max, Michelle Jensen, Aman Dhaliwal

	Item	Discussion/Decision	Action/Follow-up
1.0	<b>Welcome</b>	Corinne welcomed group.	
2.0	<b>Review and acceptance of minutes. Approval of the agenda/ Additions</b>	Corinne made changes to previous meetings minutes. Additions to agenda Sarah to add banking.	

<p><b>3.0</b></p>	<p><b>Old Business</b></p>	<p>a) Letter to all units/managers (Dianne, Sarah): Corinne provided update for Dianne. Letters to managers are all sent out, Quebec letters in French will be sent out soon.</p> <p>b) Addition to Standards document/section on website, follow-up – revised instruction document from Avtar? (Sarah, Samantha)</p> <p>Corinne met with Avtar. Samantha made offered to update the instructions booklet. It was noted it will be a yearlong project. It was also noted that job descriptions are out of date, therefore Corinne is working on updating it and the constitution will be revised for the AGM.</p> <p>Corinne will send out to executive for review. Update will include taking out quarterly report for treasurer. The following sections were reviewed: Section II – Composition – Executive Committee Section III – Composition, the Executive Committee Section III - Terms of Office</p>	<p>Corinne with Michelle to revise.</p>
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<p><b>4.0</b></p>	<p><b>New Business</b></p>	<p>c) Minutes of CANSW executive meetings onto website (as requested by a CANSW member).</p> <p>Minutes will be posted monthly.</p> <p>a) Conversation with Eugene Dufour – webinar in 2021: Corinne had a conversation with Eugene Dufour. Corinne advised him our theme has changed, he said that he would be available to us at any time.</p> <p>b) Executive reports – due date, out to membership ahead of AGM: Executive reports for AGM-Everyone needs to write a report. Dianne has to make sure she includes last year’s AGM minutes and this year’s agenda. Date for report due to Dianne is October 30th.</p> <p>c) Constitution review – needs to go out to membership at least 2 weeks prior to AGM: E-mail will go out to list serve with the updated constitution. This needs to be going two weeks prior to AGM. Corinne will send out separately to list serve.</p>	<p>Dianne will follow up with Samantha on how to post on website.</p> <p>Dianne will ask everyone to have reports in by October 30, 2020.</p> <p>Corinne to send out two weeks prior to AGM.</p>
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		<p>d) Nominating Committee report (Michelle): Defer</p> <p>e) Conference planning committee report (Jody, Veronica, Samantha, Tricia, Corinne) They had a very productive meeting. Samantha noted all the speakers are arranged and the dates all confirmed. Samantha did up an agenda draft with starting times at 11:30 a.m. Eastern time at the latest and conference is confirmed three days. The committee is getting a bunch of information together. Save the date is complete. Weekly ones will go out to list serve. Sarah noted that Amgen has given 1,000\$. So far they are at 3,000\$ for cost with the speakers.</p> <p>Corinne has booked a meeting with Eric from Otsuka. Next Thursday. She believes that will make the 5,000\$ budget.</p> <p>Decisions for AGM draws: There will be a gift basket and two free memberships, with a two a day draw that includes gift cards of 50\$ to Starbucks, Chapters, Tim Hortons, Visa, Mastercard, Amazon. We will get their addresses to send it to winners.</p>	
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<p>5.0</p>	<p><b>Standing Items</b></p>	<p>Sarah noted a Bronze is a 5 minute presentation. Corinne will be in touch with Desanka as she is not sure if they want to do a presentation. Corinne noted the reason they have a later start date is that Dr, Gill is only available between 9 a.m -10 a.m BC time. People across the country can participate.</p> <p>a)Regional Updates – Regional Reps Roundtable check-in with committee.</p> <p>b) Listserv – Sarah went to TD regarding upgrading Zoom account and credit card required. Sarah is presently writing cheques. She can proceed with getting credit card, however they hold the money, therefore if it is a 5000\$ limit they will hold 5,000\$ for a trust. Sarah keeps very detailed records. Further decision required. Sarah noted that Pay pal is connected to our registrations. Corinne noted she will look at the way to hyperlink from zoom registration to pay pal.</p> <p>c) Zoom –Veronica-defer.</p>	<p>Sarah/Corinne</p> <p>Corinne</p>
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**6.0**

**Adjournment**

Next meeting October 20, 2020

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