



DRAFT MINUTES

Annual General Meeting of the Members

April 16, 2015 1:00 PM EDT

Attendance:

Isidore LeBlond, Canadian Technology Accreditation Board
Deborah Wolfe, Federation of Law Societies of Canada
Lynn Villeneuve, Engineers Canada
Kathy Davidson, Physiotherapy Education Accreditation Canada
Janis Leonard, Ontario College of Teachers
Melissa Tiessan, Canadian Psychological Association
Tina Gabriele, Canadian Council of University Physical Education and Kinesiology Administrators
Joni Boyd, Canadian Association of Schools of Nursing
Alex Topps, Landscape Architecture Accreditation Council
Lorne Riley, Canadian Forestry Accreditation Board
Aline Gagnon, Canadian Medical Association
Joseph Vibert, ASPA
Carla Di Gironimo, Council for Accreditation of Canadian University Programs in Audiology and Speech Language Pathology
David Parkes, Diver Certification Board of Canada
Murray Russell, Canadian Motive Power Accreditation Board
Laura Sheehan, College of Early Childhood Educators
Gordon Griffith, The Canadian Information Center for International Credentials
Dr. Jason Peeler, Canadian Athletic Therapists Association
Lorry Fortin, Canadian Technology Accreditation Board
Lynn Burgess, Megram Consulting
Amy Robinson, Megram Consulting

1. CALL TO ORDER, 1:44 AM – Issy Leblond

Isidore LeBlond called the meeting to order asked for everyone to introduce themselves

2. APPROVAL OF AGENDA:

- Moved: Lorne Riley
- Seconded: David Parkes
- Carried

3. APPROVAL OF MINUTES FROM AGM MAY 1, 2014

- Moved: Deborah Wolfe
- Seconded: Dr. Jason Peeler
Typo on item 6 page two correct spelling of Tiessen and item 4 under Chairs report replace Exec committee with Board of Directors. Isidore LeBlond called for approval of amended minutes.
- Carried

4. CHAIR'S REPORT – Isidore Leblond

Isidore LeBlond thanked the Board members for all of their work during the year and announced his retirement.

5. FINANCIAL REVIEW –Kathy Davidson

Kathy Davidson reported on the income and expenditures from 2014. She explained the reserves, and year-end financial report. Lorne Riley posed question about increase in Megram costs in expenditures, Kathy Davidson explained that Megram had been completing a lot of unpaid work, which was accounted for in the new contract which was signed effective January 2014. Kathy Davidson asked for volunteers for a financial review of both the 2014 financials and the 2015 financials. Joni Boyd and Alex Topps volunteer to complete the 2014 review. Carla Di Gironimo and Lorry Fortin volunteered for 2015 financial review. Lorne Riley mentioned that the review was a good opportunity for the reviewers to provide feedback about the financial review process itself as well as any suggestions as to whether Megram could be doing financial activities any differently.

It was asked that members review the Reserve Policy that was approved by Board at April 8th meeting. Members expressed that the target for the Designated Operational Reserve should be more than \$5000. It was agreed that the Board would review the policy again based on members' feedback. .

MOTION TO APPROVE TO FINANCIAL REVIEW COMMITTEE OF 2014

- Moved: Laura Sheehan
- Seconded: Janis Leonard
- Carried

MOTION TO APPROVE THE FINANCIAL REVIEW COMMITTEE OF 2015

- Moved : Deborah Wolfe
- Seconded: Alex Topps
- Carried

MOTION TO APPROVE 2014 YEAR END FINANCIALS

- Moved: Lorne Riley
- Seconded: Lorry Fortin
- Carried

5. NOMINATIONS COMMITTEE REPORT – Lynn Burgess

Lynn Burgess explained that the positions to be filled on the new Board of Directors were Vice-Chair and Member-at-Large. Aline Gagnon had been nominated prior to the meeting for the role of Vice-Chair; at the meeting, David Parkes was nominated for the position of Member-at-Large.

Issy LeBlond moved that the following members of the Association of Accrediting Agencies of Canada be appointed to the Board of Directors for a term of one year:

Chair Lynn Villeneuve, Engineers Canada

Past-Chair Issy LeBlond, Canadian Technology Accreditation Board

Vice-Chair Aline Gagnon, CMA Accreditation

Treasurer Kathy Davidson, PEAC

Member-at-Large David Parkes, Diver Certification Board of Canada

Member-at-Large Deborah Wolfe, FLSC

- Moved: Tina Gabriel
- Seconded: Carla Di Gironimo
- Carried

6. MEETING ADJOURNED – 2:00PM

There being no further business the meeting was adjourned.