

**Meeting of the
CAREB-ACCER Board of Directors**

Agenda

October 18, 2016

12:00 PM – 2:00 PM EST



Attendees: Susan Babcock (Chair) Stacey Page (Acting Secretary) Lori Walker, Rachel Zand, Suzanne Richardson, Delilah Ofosu-Barko, Diana Raymond-Watts, Julie Joza, Catherine Paquet, Sarah Bennett

WELCOME

- Meeting Objectives Susan (Chair)
- SB praised efforts of newsletter editors, recent newsletter looks great

1. APPROVALS

- Agenda
 - Approved as circulated
 - Susan noted that CAREB-ACCER has an ambitious agenda and limited resources, which affect overall functioning of CAREB-ACCER right now; Board members stretched and struggling with managing of deliverables
 - History and context of CAREB-ACCER important to informing current functioning
- September 20, 2016 Meeting Summary
 - No changes to summary, approved as circulated

2. CAREB-ACCER BUSINESS PRACTICES

- Original and Current Bylaws
- Obligations as a Not-for-Profit Corporation
 - SeB When CAREB-ACCER started 15 years ago, only deliverable was the conference. Over time, numerous activities delivered (newsletter, website, webinars, virtual REB, guidance documents, TCPS revisions, CGSB).
 - SeB Original bylaws reflect that much of business/decision-making by Board as a whole with discussion/consensus. Now, time constraints and volume of work prevent the same level of discussion. LW concurred
 - CP incorporation was a point of change, more formalized entity.
 - SB CAREB-ACCER incorporated to provide protection of Board members, confer some longevity. 2011 bylaws amended to permit longer terms for officers (3 and 4 year terms) to build in overlap.
 - LW another reason for incorporation related to financial considerations (need to be legal/accountable entity if holding funds)

- SB – summary of changes to bylaws provided. Anna Naud recommend we do not use term “MAL” for Board of Director positions – need clarification on position titles members vs. directors vs. officers; Anna recommended that policy/procedure documents should not be shared with members SB requested comment
- DOB – important to be transparent
- SB - questioned whether we need to be transparent about process or outcome
- SR – queried what documents/content are being considered for sharing
- SeB – interpreted as not making all policies available to the membership, bylaws need to be posted
- LW – confidentiality important in terms of discussions and decision-making processes undertaken by the Board
- SeB – committee work needs to be delegated with confidence – i.e. do not want functioning and process challenged, focus mainly on liability/indemnification
- SBen/D – can policies be posted to membership, or made available upon request?
- SBen – queried why focus is on posting? SeB – policy/impact on policies/process maybe influencing internal workflow/process

- Discussion/resolution – policies disclosed on need-to-know basis, proactive release to membership not necessarily advantageous/beneficial; TORs may help clarify roles and responsibilities of committees – include relevant policies and procedures therein

- Roles and Responsibilities – review of documents
 - Background - documents to be part of orientation package for new Board members, outline responsibilities, consider letter to home organizations recognizing service commitment to CAREB-ACCER upon both joining and leaving (i.e., at end of term), include description of time commitment, meeting attendance support
 - DOB – clarity around commitment, important to get support from home organization
 - LW to create draft package and bring back for November meeting

- Comments on documents
 - *Draft Board Member Responsibilities doc – fix letterhead, under objectives second line change to “CAREB-ACCER is managed,” clarify reference content (agreement, bylaws)*
 - *Board of Directors Agreement – discussion re: broadening conflict of interest to more than financial (i.e., material or personal and financial), suggestion for witness signature, reference 10.1-3 of bylaws*
 - *Job Description Member at large 2 – include “(assuming institutional support is not an issue precluding attendance)” in all discussions*

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3. TREASURER'S REPORT

- 2nd Quarter Financial Statement
 - BG – spoke to circulated report, currently CAREB-ACCER has ~\$32 000.00 (money in account not currently allocated), draft budget for conference being developed

- Funding for CAREB-ACCER Atlantic
 - Request for \$500.00 for CAREB-ACCER East
 - **Motion that CAREB-ACCER contribute \$500 to the CARA/CAREB-ACCER Atlantic event with appropriate sponsor recognition.** Brenda moved, seconded SB carried unanimously.
 - Can consider ear marking funds in operating budget for support of regional events

- CAREB-ACCER Operating Budget
- PRE funding & deliverables
 - Conference grant –
 - BG – budget details in terms of keynotes not known, past budget for Halifax might be useful to inform 2017
 - Consider policy on compensation of preconference speakers
 - LW – consider continuation of providing conference swag, bags etc., consideration of discretionary spending amounts and process, 2 people to make decisions
 - Need to budget as though PRE grant not forthcoming (use current assets, membership and conference fees forthcoming)

 - Certification grant –
 - RZ - business plan submitted, funds received from NSERC, \$35 000 for conference, \$25 000 for certification, no details/ deliverables/ business plan provided
 - Uncertainty around ongoing budgetary needs for certification
 - DOB - Line item for webinar platform license included in this budget, need to purchase license

- Commitment to REB directory – need budget for that

4. OTHER BUSINESS

- Aboriginal Territorial Acknowledgement at CAREB-ACCER Events
 - Need to consider precedents in terms of future activities, process and logistics to be worked out, have information for Halifax. Keep it to an acknowledgement that we are on grounds of XXX Territory.

Motion CAREB-ACCER will provide appropriate territorial acknowledgement at all its events. SB moved, DRW – seconded – carried unanimously.

- CAREB-ACCER e-Stationary: Graphic Design Services
 - Bring back quote, stationary included in original approval.

5. ADJOURNMENT

- The meeting adjourned at 1:52.