

**Meeting of the  
CAREB-ACCER Board of Directors  
Minutes  
April 9, 2018  
1:00 PM – 3:00 PM EST**



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## **INTRODUCTIONS and APPROVALS**

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- **Welcome**

Last meeting as president for Lori.

- **Agenda and Minutes**

Motion to approve agenda – Sarah and Brenda, all in favour

Motion to approve the minutes of Feb.2018 meeting – Sarah, Diana, all in favour.

Note re BoD nominations: there are nominations but committee has not met yet to discuss. More people nominated than could be accommodated. Nominations committee is Racheal, Catherine, and Sharon Frietag (as external).

## **TREASURERS REPORT**

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- **Updates**

**Brenda**

- **Call for budget items**

**Brenda**

136,00.97 + 50,443 being deposited today, outstanding 18,000 in cheques that will be paid via cheque

Circulated document – blue column is forecasting, 180,000 budget for conference, overhead amounts have been paid or encumbered (fees for certification and conference), costs for teleconference, legal (largely unknown),

\$9838 – earmarked for certification, previously received from a grant for the certification program. This is from PRE.

Delilah sent budget for webinars, but it seems to be missing and not accounted, please resend and Brenda will update.

Members and others have had questions about the webinars for certification. Be prepared to be asked and have a questions at AGM – Delilah offering to answer, but wants confirmation of what to communicate. Maybe an update on status and plans for future. Many roadblocks in terms of health and staff and volunteers have affected the progress.

Stacey has left call

## **BUSINESS**

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- **Future CAREB-ACCER/BOD**

**Lori**

- a. Proposed Organization Chart**

New chart came as result of a meeting with the accountant, Rachel, Brenda, Catherine and Lori. CAREB is at a point where we are not sustainable in current state. Need to scale back or go forward. The board has seemed to want to push forward so structural solutions were identified. Make it more manageable, may or may not need committees.

I.e. Communication: Possibly a committee for newsletter, but not needed for website.

Membership: small committee for registry, but likely a director with a backup in case away.

Secretary may be able to cover in some cases.

Less reliant on committees, more on BOD.

Maybe this will remove confusion of what requires approval, what is required.

Director of education for example, give up to \$20,000 for year – list of jobs and \$5000 for each activity, could be subcontracted, but the committee is not doing the bulk.

Conference – two people would oversee with \$10,000 budget, contract job, only hired for the conference, book, email and all administration. Not responsible for agenda setting. Not responsible contracts for hotel (president and conference planners, and treasurer).

Use money that was previously spent on Nina. Delilah – gave examples of webinars and the facilitation of those in Nina's absence. Who becomes the master of managing the platform; this is an example of a sticking point for launching the platform. The branch would decide what would be done with their budget; the revenue that would come in from the webinar would be a different pool of money.

Discussion of logistics of this, maybe a job description or role description is required.

Need to be flexible to allow people to come and go or be asked to come and go depending of competency.

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Communication: Diana – most of stuff was Nina’s role so this has been a transition, focused on communication part, the split seems to naturally make sense.

Sarah – having the two directors channel to AVPO makes sense, and offers support to each other that may seem to be missed lately with all the absences. Twelve-member board will be more bodies to navigate.

Catherine – feedback is good, breaking it out seems to make sense. Make sure there are not gaps, but clearer roles and responsibility chain.

Is there a purpose to grow membership, more focus on certain areas of country? Maybe too administrative in the description so it may not appeal. Added recruitment and outreach to description.

Want people in an area they are good at, so want people to have what they want.

Nominations discussed. Terms discussed. For example, Lori as past president has been on board for term, board membership will likely have this problem. Three terms is likely to have again. No one in a current term should appear on the slate unless they are being voted for. Everyone should be for three years, and should stagger terms, shorter terms if they say no way they would be president. Three three year terms to get to president. Logistics are difficult, need to discuss with nominations committee.

Note that Directors cannot profit from being on the board is part of the bylaws, unless it is outside of the scope of work as Directors (e.g. translation work).

To change the rules requires whole membership and some are laws as they are part of the not-for profit incorporation.

Will put in President’s report as a proposal.

**b. BOD member responsibility, support and confidentiality**

Discussed above, more things, more disproportionate roles, this should even it out a bit. There have been some comments that indicate that confidentiality has been breached. Reminder,

Board business not to be discussed outside the board, show support for the board and try to encourage positive communication on the outward face.

Discussion of a conflict, sponsoring a table, and role of problems that resulted. Lori outlined the problem and accusations of bias, support, and potential profiteering. There were unclear answers to specific questions – i.e. not for profit trust fund, organizational reputation, and accreditation. (discussion not minuted).

Discussion of posting at appropriate locations with appropriate information. Branding use needs to be specified, and if they use the brand there needs to be clarity on the message.

c. Role of committees and continuity of decisions and goals

Going forward need to be clear in roles, as a group, board has joint mission and we should all be working to the same purpose and mission.

Possibly address these issues at the retreat.

Acknowledge the loss of Rachel and Susan have been felt.

d. Vacation time – time away

If away, need to tag someone to take over.

- **Update on Pre/Conference**

**Melissa, Sarah and Lori**

- a. Outstanding tasks and requirements on the day

Brenda's intern is going to be permanent person at registration table. Otherwise, we would have to take a shift and miss the sessions. Need training and cell phone contacts. Student registration was waived, Brenda's intern given a small stipend. Ideally one more person permanently there.

Food - check on if it is ok, there is pre event meeting and walkthrough the documents. Everything is written and confirmed for the whole event – Wed afternoon. Dawn, Catherine, Brenda, Rachel, Lori will be there. Special pins given to allow people to make cost decisions.

Diana in charge of CAREB table, finalize Thursday. Will have schedule and will bring what needs to be printed. Need banner brought. Get printed materials by the 20<sup>th</sup> at noon.

6 am start; Melissa and Lori, Brenda's intern too.

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Catherine will do the whole day intro (for the whole day in the morning), Lori may pop in in afternoon or maybe a student might do it.

Delilah will moderate the day for RCR

Dawn/Diana – resiliency tag team.

Rachel – introduce her session.

- **PDC Update and Discussion Items:** **Delilah**
  - a. **Webinar Platform update**

Need to determine what to bring forward. Web developers took information that is already paid, and wireframed. However, there needs to be a discussion about the approach. Lori feels we should stick with the existing platform and it works and can be learned.

- b. **Outreach**
  - c. **Ethics session at the Indigenous Health Conference (May 24-26, 2018), Toronto**  
(Catherine)

Outreach indigenous – took first phone call (Rachel, Catherine, Lori). Idea was to get what they wanted and get back to the group, but not clear what they wanted. Wanted speaker names from CAREB. Proposed some session, panel to discuss chapter nine problems. They came back with a plan and given names for the panel. Catherine will sit on the panel.

- b. **Heads of Applied Research – Research Ethics Professional Workshop (May 11, Toronto)**

Heads of applied research – George brown, Lori is community member of George brown community. Lori often steps into CAREB and TCPS2 discussion. This year asked to speak about CAREB and take part in presentation.

- **Orion – Canadian Accreditation discussion** **Lori**

Discussed above with a series of confusion and issues related to this platform.

#### **4. BUSINESS ARISING**

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- Role descriptions – to be developed

Discussed above. Everyone should look at structure chart and email indicating their desired roles.

#### **5. ADJOURNMENT**