



Chapter Board Meeting Agenda – August 10, 2021

6:00 p.m. – 7:30 p.m.

Meeting conducted virtually using [Google Meet](#)

Present: Alison Richards, Amanda Morris, Angela Scoble, Elizabeth Bunney, Elizabeth Tadmán-Kickham, Ilona Cardinal, Jeneya Roberts, Jenna Hickman, Mahum Chaudhary, Natalie LaBuick, Olga Ivanova, Robyn Haugen, Rolando Inzunza, Summer Scott, Suzanne Pescod,

Regrets: Catherine Lee-Hanley, Kerry Bezzanno, Lori Cote, Paige Lawson

Time	Agenda item/topic	Senior Director	Notes
6:01 p.m.	Call to order and Welcome	Suzanne	
6:02 p.m.	Adoption of Previous Meeting & Agenda	Suzanne	Motion to accept previous meeting minutes by Jenna. Seconded by Amanda. Approved. Motion to accept agenda by Rolando. Seconded by Jenna. Approved
6:10 p.m.	Introductions	Suzanne	
6:04 p.m.	Survey Discussion	Phoebe & Summer	2021 Survey summary, result and 2021-2022 action items. Phoebe reviewed the most recent survey results to the board, which can be found here: P Aug 10 meeting.pptx
6:17 p.m.	Review of upcoming 2021	Suzanne	Monthly Focus: <ul style="list-style-type: none"> September - Virtual Mixer (<i>Catherine & Elizabeth B.</i>) October - Membership Month (<i>Phoebe & Suzanne</i>) & Exam November - Professional Development (<i>Amanda, Allison & Rolando</i>) December - In-person (?) holiday get-together
6:25 p.m.	Break-out Room Discussion (Mix of event hosts and others.)	Suzanne	Outcomes: <ul style="list-style-type: none"> September - A critical path for the event (<i>Title and date for the event</i>) October - Define goals for October (<i>Networking opportunities? Renewals? New members?</i>) November - A list of potential ideas, speakers and potential formats December - A list of ideas to discuss at future committee meeting <p>How can we approach each month's event? Who wants to volunteer? Suggest PD speakers? Host an event?</p>



			<p>September Discussion Summary:</p> <ul style="list-style-type: none">• September 29th 7-8pm• Gameshow style event• Incentives to bring non-members and students• Theme = Owls (Cahoot!); 'Cause we're SMART! <p>October Discussion Summary:</p> <ul style="list-style-type: none">• Raising awareness amongst post-secondary audiences• Highlighting members (e.g. milestones, mentorship mentors/mentees, certified members)• Profiling Capital Award winners• Highlighting "International" activities• "See people & hear people" profiling people in fun ways• Reminding people of IABC Edmonton services/programs <p>November Discussion Summary:</p> <ul style="list-style-type: none">• Profiling a case study for as a learning experience• Topics: Decolonizing Language, The Great Resignation, Lessons Learned from Industry SMEs.• We want to be accessible and explore hybrid events.
7:25 p.m.	Wrap Up & Next Steps	Suzanne	
7:22 p.m.	Meeting Adjournment	Suzanne	



Chapter Board Meeting Agenda – September 7, 2021

6:00 p.m. – 7:30 p.m.

Meeting conducted virtually using Google Meet – please use the link in your meeting invite.

Present: Elizabeth Bunney, Amanda Morris, Phoebe Dey, Ilona Cardinal, Suzanne Pescod

Regrets: Jenna Hickman, Jennifer Pascoe, Elizabeth Tadman-Kickham

Time	Agenda item/topic	Senior Director	Notes
6:03 p.m.	Call to order and Welcome	Suzanne	Suzanne begin the meeting with a Land Acknowledgement
6:05 p.m.	Adoption of Previous Meeting & Agenda	Suzanne	Motion to approve the minutes from the August 10th board Meeting. Moved by R. Inzunza. Seconded by E. Bunney.
6:10 p.m.	Temperature Check	Suzanne	
6:07 p.m.	CWR Updates	Elizabeth B	First meeting of this next fiscal year is September 16th
6:09 p.m.	Updates about Board Positions	Suzanne	Catherine Lee-Hannley, Director of Events, has had to resign from the board. We have had to approach a few other candidates. She has decided to stay on the board until the end of this month's events. We have someone through the mentorship program. Jennifer Pascoe has also had to resign from the board as well.
6:14 p.m.	Review of upcoming 2021	All	Monthly Focus: <i>September 29th - Virtual Mixer (Amanda)</i> <ul style="list-style-type: none"> For this event we have \$250. Thinking about trivia for the night. <i>October - Membership Month (Phoebe)</i> <ul style="list-style-type: none"> Currently have 401 active members. Highlighting members/mentors throughout the month. Executive to check the Leader Portal (reports): https://www.iabc.com/Leader-Centre using their IABC International (personal) email. S. Pescod & A. Scoble conducting a PD session with MacEwan University on September 28th. <i>November - Professional Development (Amanda)</i> <ul style="list-style-type: none"> Allison is planning on having Gwin Communications as a speaker on <i>Decolonizing Language</i>. https://www.iabc.com/Learn/Events/Virtual-Events-and-Resources



6:35 p.m.	Budget Presentation for Approval	Suzanne	Looking for sponsors for various monthly events. <i>Motion: That this six month interim budget for FY July 2021- December 2021 be approved as presented. Moved by P. Dey. Seconded by I. Cardinal.</i>
6:45 p.m.	Other Business	Suzanne	The headshots have been updated on the board website. Anyone who wants to purchase additional headshots can do so by contacting Curtis directly (780-907-8678 or comeau@gmail.com).
6:52 p.m.	Meeting Adjournment	Suzanne	



Chapter Board Meeting Minutes – October 5, 2021

6:00 p.m. – 7:30 p.m.

Meeting conducted virtually using Google Meet

Present: Lori Cote, Elizabeth Bunney, Ilona Cardinal, Jenna Hickman, Rolando Inzunza, Amanda Morris, Suzanne Pescod, Elizabeth Tadmam-Kickham, Alicia Slusarchuck

Regrets: Megan Thorburn, Phoebe Dey

Time	Agenda item/topic	Senior Director	Notes
6:00 p.m.	Call to order and Welcome	Suzanne	Welcome. Suzanne started with a land acknowledgement.
6:05 p.m.	Adoption of Previous Meeting & Agenda	Suzanne	<ul style="list-style-type: none"> • Motion to accept September meeting minutes. Suzanne/Jenna • Motion to adopt the agenda as accepted. Suzanne/Amanda
6:03 p.m.	Programming Updates	Amanda	<ul style="list-style-type: none"> • September 29th mixer. • Introduction of new Director of Events, Alicia Slusarchuck (was an event coordinator for MacEwan and coordinating an international conference) • Mentorship program applications are now open. Please share on your social channels. • Rescheduling the certification exam (from Oct. 2021 to Feb. 2022) • Capital awards, no update yet. • Hoping to schedule the PD event in November. • Perhaps a fun event in December
6:10 p.m.	Introductions	All	Elizabeth B., Lori C., Jenna H. Amanada M. Ilona C., Angela S., Elizabeth TK, Rolando I.
6:17 p.m.	Updates from Canada-West Region (CWR)	Elizabeth B	<ul style="list-style-type: none"> • Conference every two years in October; IBC Board members get a discount on the registration (\$573 - \$250 discount): https://iabccanada.ca/en/conferences/cw-conference/agenda-at-a-glance/ • Dare to Lead, a conference for incoming chapter board members was moved to September, effective 2022 (in person and in Manitoba), and aligning with the CWR conference. • We will be given \$500, per chapter, to market membership drive for March membership month. • \$1000 travel + 1 world conference registration scholarship available to each chapter. • Signed a one-year agreement with Jelly Academy, online training, a no cost sponsorship. Its a cost sharing initiative that each chapter will receive a portion of the registration fees.



			Action: Elizabeth B. Suzanne, P, and Ilona C. to discuss conference fees for 2022.
6:28p.m.	Membership Month	Angela Scoble (on behalf of P. Dey)	<ul style="list-style-type: none"> • Had a membership committee meeting Sept. 15. Membership month runs until Nov. 12. • International made a decision allowing new members to be members at large and untethered to a specific chapter. • Connecting with members whose memberships are lapsing • Creating a sense of community can be a means to create value in IABC membership • Elevating the profession of what it means to be a communications professional • Reach out to a member or more. • Tweet to members to congratulate them. • Like or share IABC posts/linkedin. • Ask a member to create a blog post (or better yet write one about them to share!) • Sending direct messages to comms and marketing professionals in your network to encourage them to consider joining. • J. Hickman suggested a collaborative meeting between multiple portfolios and will initiate that connection.
7:10 p.m.	Other Business	All	<p>Sponsorship (Elizabeth B).</p> <ul style="list-style-type: none"> • Lori C. and Elizabeth B. will be meeting monthly. • Looking for sponsors for specific assets within IABC. • Developing a sponsorship package for board to review • One idea is to find a sponsor to boost posts • Finding “snackable” sponsorships to explore options for creative funding sources. • What are we offering as an incentive to sponsor? We are developing packages now (logo links, placements, etc). • Our current sponsorship package is located here.
6:49 p.m.	Board Survey - Updates	Elizabeth TK	<ul style="list-style-type: none"> • We had 14 responses. • Positive position. Everyone feels they know their responsibilities and have access to what they need. • Everyone was either satisfied or very satisfied with their onboarding. • Appreciated recognition from Sn. Directors and board members appreciated it. • A great start that will continue every other month. • Last year we talked about “Volunteer Connect” (connecting IABC communication volunteers to connect them to local nonprofits). We have two volunteers coordinators; Emma Small and a Mark Pare. • Should you need to request a volunteer for your committee, you can do so by clicking here. Share this



			<p>link with your teams/committee</p> <ul style="list-style-type: none">• You can request a physical IABC Edmonton “Thank You” card• Elizabeth B. has two boxes of IABC Name Tags. <p>Action: Elizabeth TK and Jenna to develop a plan for “shout out” for directors and how they are working to make connections for members. Suzanne will also add some ideas.</p> <p>Action: Elizabeth TK to add Emma and Mark to the list of board volunteers to ensure they are recognized.</p>
7:02 p.m.	Meeting Adjournment	Suzanne	



Chapter Board Meeting Minutes – November 2, 2021

6:00 p.m. – 7:30 p.m.

Meeting conducted virtually using Google Meet

Present: Suzanne Pescod, Ilona Cardinal, Amanda Morris, Elizabeth Bunney, Phoebe Dey, Jenna Hickman, Elizabeth Tadman-Kickham and Mahum Chaudhary

Regrets: Alicia Slusarchuk

Time	Agenda item/topic	Senior Director	Notes
6:01 p.m.	Call to order and Welcome	Suzanne	<ul style="list-style-type: none"> Welcome & Introductions Motion to accept meeting agenda (Phoebe/Jenna)
6:05 p.m.	Adoption of Previous Meeting & Agenda	Suzanne	<ul style="list-style-type: none"> Motion to accept October meeting minutes (EB & IC) Motion to adopt the agenda as accepted. Motion to accept November minutes.
6:05 p.m.	Capital Awards	Mahum	<p>Key Dates:</p> <ul style="list-style-type: none"> February 21, 2022 Early submission date: March 14 Standard: March 28, 2022 Late Submission: April 4, 2022 Event will be Friday, June 3rd for Capital Awards @ McEwan University (Robins @ Grand Hearth?) Looking at virtual options Looking at developing a winners toolkit too We will push the budgetary decision until January 2022.
6:22 p.m.	Membership Month	Phoebe	<ul style="list-style-type: none"> Highlighting Successes to date Define actionable items to high members for the rest of Membership Month (ends November 12) Over 100 members (almost 25%) of renewals are up in October. We talked about what value we are providing to members. How do we cut through the noise? We are currently at 406 members. <p>Ideas:</p> <ul style="list-style-type: none"> Board phone calls; 3 members a month between now and June 2022 - reaching out, in the past, has had limited success Monthly membership feature or Nominating a Member - Which could be a branded IABC YEG item. We need to create a system for tracking. We need to have several people in the queue (perhaps award submissions may be a source). <p>Action: To develop w. Jenna a plan for delivering and tracking on membership promotions.</p>



6:53 p.m.	Marketing & Communications	Jenna	<ul style="list-style-type: none">• We are looking at revamping a new newsletter and looking at other items for marketing• Members have been using the form, which we ask for 2 weeks in advance.• IG gets the most engagement <p>Action: To develop w. Phoebe a plan for delivering and tracking on membership promotions.</p>
6:58 p.m.	Professional Development Session	Amanda	<ul style="list-style-type: none">• Met on October 28 as a team• Kerry is working on the Mentorship program. People are struggling with stress and turn-out• PD session on “Decolonizing Language” w. Shani Gwin on Nov. 30, 2021.• The December event will focus on networking and re-connecting. The event may likely happen in person, would have a component of being outdoors, we would ensure the venue is adamant about checking vaccination status, and a refund policy will be part of the event.
7:11 p.m.	Other Business	All	<ul style="list-style-type: none">• Recognition roundtable• Budget Planning• Strategic Planning <p>Action: SP and EB to connect within a couple of weeks to discuss longer-term planning (i.e. Board priorities and goals for the year).</p>
7:30 p.m.	Meeting Adjournment	Suzanne	



Chapter Board Meeting Minutes – December 7, 2021

6:10 p.m. – 6:56 p.m.

Meeting conducted virtually using Google Meet

Present: Elizabeth Bunney, Ilona Cardinal, Loi Cote, Jenna Hickman, Rolando Inzunza, Amanda Morris and Suzanne Pescod

Regrets: Phoebe Dey

Time	Agenda item/topic	Senior Director	Notes
6:10 p.m.	Call to order and Welcome	Suzanne Pescod	Welcome & Introductions
6:05 p.m.	Adoption of Previous Meeting & Agenda	Suzanne Pescod	<ul style="list-style-type: none"> • Motion to accept November 21, 2021 meeting minutes (Motioned: Jenna. Seconded: Ilona) • Motion to accept the agenda as accepted (Motioned: Lori. Seconded: Amanda)
6:10 p.m.	Special Announcement	Suzanne Pescod	Jenna Hickman will move into the Vice President role with IABC Edmonton Board of Directors on July 1, 2022.
6:15 p.m.	CWR Updates & Strategic Planning	Elizabeth Bunney	<p>Last meeting w. D. Bond & P. Finn to discuss member attraction and retention. P.Dey participated as well. Another CWR meeting next week too.</p> <p>In January, we will introduce 3 key priorities for a strategic planning session for the morning of Sat., Jan. 15, 2022 (for executive board meeting).</p>
6:20 p.m.	Next PD Event Dec. 8 & Recap of the Nov-30th Event	Amanda Morris	<p>We received Nov. 30th session. The two hours flew by.</p> <p>Dec. 8th event to proceed as planned in spite of potential weather concerns; an in-person networking event is seen as highly valuable.</p>
6:39 p.m.	Recognition & Celebrating	Elizabeth Bunney	<p>At the last board meeting we discussed recognizing some members who are also Silver Leaf winners. They interviewed Strathcona County's (Elizabeth TK's) team.</p> <p>The hope is that other board members will make the effort to profile other members too.</p>
6:45 p.m.	Other Business	All	<ul style="list-style-type: none"> • Hosting a Blue Ribbon Panel - Judging for IABC International. Lots of organizing



			<p>is done by IABC International, we need to find a chair for the Panel and find judges for the panel as well.</p> <ul style="list-style-type: none">• There is not overlap in terms of judging (with the Capital Awards) but with communications. <p><i>ACTION: SP will connect with ETK to ask for volunteers.</i></p>
6:25 p.m.	Membership Updates	Phoebe Dey	Tabled
6:56 p.m.	Meeting Adjournment	Suzanne	



Chapter Board Meeting Agenda – January 4, 2022

6:00 p.m. – 7:00 p.m.

Meeting conducted virtually using Google Meet

Present: Ilona Cardinal, Lori Cote, Elizabeth Tadman-Kickham, Amanda Morris, Phoebe Dey,

Regrets: Suzanne Pescod, Jenna Hickman

Time	Agenda item/topic	Senior Director	Notes
6:05 p.m.	Call to order and Welcome	Suzanne Pescod	<ul style="list-style-type: none"> Welcome & Introductions
6:05 p.m.	Adoption of Previous Meeting & Agenda	Suzanne Pescod	<ul style="list-style-type: none"> Motion to adopt the agenda as accepted. (Amanda/Phoebe) Motion to Accept December 2021 Minutes (Lori/Amanda)
6:05 p.m.	CWR Updates & Strategic Planning	Elizabeth Bunney	<ul style="list-style-type: none"> Last CWR meeting mid-December. CMP designation is being questioned and if members are asking about the program, we can direct them to EB and PD. Remote proctoring for the professional designation coming - Spring 2022 Piloting work on some special interest groups (e.g. Change Management, Consultants, DE&I, Education, Healthcare, Students,) CWR is providing support to potentially send a person from IABC Edmonton. To world conference Professional Development opportunity to travel to Dare to Lead (Sept. 2022) - Exec members to consider who they might send All board members will be sent an invitation to virtually attend Leadership Institute (Feb 22-24, 2022)
6:12 p.m.	Strategic Planning Update	Elizabeth Bunney	<ul style="list-style-type: none"> Strategic Planning Session scheduled for Sat., January 15, 2022. (<i>Google Meet link</i>) A draft document of priorities has been distributed. There are three top priorities: (1) Providing quality member experiences; (2) Diversity, Equity, Inclusion, and Belonging Leaders; and (3) Create and Foster Connection to our Profession.
6:20 p.m.	Capital Awards Updates	Amanda Morris	<ul style="list-style-type: none"> Awaiting budget approval. ZAG's creative will be shared with the board at the next meeting. Sponsorship package is being built. Recruiting judging this week.



			<ul style="list-style-type: none"> On the committee to date are: Natalie, Angela, Alisha and Amanda. Looking for one more judge and one more committee member. Key dates are: Call for Entries: Feb 22. Guerilla Marketing: March 07-11. Early bird deadline: March 15 (midnight). Student Workshop: mid-March (TBD). Standard deadline: March 29 (midnight). Late deadline: April 05 (midnight). In-person tickets on sale: April 06. Judging deadline: May 02 (midnight). Judging extension deadline: May 09 (midnight). In-person ticket sales ends: May 20 (midnight). Live streaming tickets on sale: May 24. Live streaming tickets sale ends: June 01 (midnight). CA Gala: June 03
6:25 p.m.	All Portfolio Updates	All	<p>Programming - Amanada Morris:</p> <ul style="list-style-type: none"> Feedback from Nov. PD session was positive. The December mixer was small and also positive. A future PD session is to be determined. Exams rescheduled to February 2022 from Oct. 2021. Looking to have an online set-up/proctoring. Mentorship program had its first meeting before the holiday break. All pairs are matched. <p>Volunteers - Elizabeth Tadman-Kickham:</p> <ul style="list-style-type: none"> Two volunteers are creating the "Volunteer Connect" program. Have two opportunities already. Working to recruit volunteers for Capital Awards. Pulse Check will come out the end of January <p>Sponsorship - Lori Cote:</p> <ul style="list-style-type: none"> Developing an "al a carte" menu of options and rewards. Hopefully ready for February 2022. Already have a couple organizations in mind. <p>Membership - Phoebe Dey:</p> <ul style="list-style-type: none"> Featuring members (of award winners) was a suggestion. Have eight people identified and a volunteer to help generate content. Any suggestions please send them to Phoebe. Action: PD and R. Inzunza will connect to discuss the Regional Municipality of Wood Buffalo choosing to not renew its membership. As of today we have 348 active members. <p>Finance - Ilona Cardinal:</p> <ul style="list-style-type: none"> 2022 draft budget. Have broken it down by month but not by portfolio. The decision for the Capital Awards venue budget request needs to be expedited, asap.



			<ul style="list-style-type: none">• Hope to have a fully approved budget for early February 2022.
6:55 p.m.	Other Business	All	Budget and Newsletter content. If anyone has any ideas please let us know.
7:04 p.m.	Meeting Adjournment	Elizabeth Bunney	



Chapter Board Meeting Agenda – March 1, 2022

6:00 p.m. – 7:30 p.m.

Meeting conducted virtually using Google Meet – please use the link in your calendar.

Present: Ilona Cardinal, Suzanne Pescod, Lori Cote, Rolando Inzunza, Amanda Morris, Mahum Chaudhary, Phoebe Dey, Elizabeth Tadman-Kickham, Elizabeth Bunney

Regrets: Jenna Hickman

Time	Agenda item/topic	Senior Director	Notes
6:01 p.m.	Call to order and Welcome	Suzanne	
6:05 p.m.	Adoption of Previous Meeting & Agenda	Suzanne	<ul style="list-style-type: none"> • Motion to approve meeting minutes from February 1, 2022. Amanda/Phoebe. • Motion to approve the meeting agenda as presented. Amanda/Rolando
6:03 p.m.	Opening Remarks	Suzanne	<p>“Momentum is shifting”</p> <ul style="list-style-type: none"> • Wanted to acknowledge a momentum shift. Going to be offering things in person, as well as virtually. • Sue Human, an IABC Edmonton member, has been awarded an IABC Fellow award. • IABC has finally released an announcement about false information.
6:09 p.m.	Capital Awards Update	Mahum/Amanda	<p>Launch, Guerilla Marketing, Focus on Entries</p> <ul style="list-style-type: none"> • We are live as of Tuesday! The landing page on the website has been created. Eventbrite is not online. • Working with Natalie to get content out. • Mar. 21 @ 5:30pm is a student workshop. Promotions starting this Fri., Mar. 4. • We have 14 judges onboard. • Met w. Venue decor and meeting with the venue later this month. • Action: Mahum will ask board members for volunteer sign-up. • Budget is reduced. • Action: Brainstorm potential speakers/hosts/entertainment for the ceremony.
6:24 p.m.	Programming Update	Amanda	<p>Cheers to Careers, PD Offering, Suzanne has potential speaker on inclusivity.</p> <ul style="list-style-type: none"> • Met last week • Mentorship and mastermind will continue as virtual • Robyn hosted a certification exam on Sat. Feb. 26th • Allison is planning a Lunch & Learn on March



			<p>31, 2022</p> <ul style="list-style-type: none"> Planning an April event for workplace mental wellness. Secured 4 speakers in different industries with communications backgrounds. Focused on identifying opportunities within the communications field.s Action: Suzanne will reach out to Natalie and Jenna to specifically get some traction on the Speaker List for the “Cheers to Careers” event.
6:34 p.m.	Marketing & Communications	Jenna	<p>Jenna to provide update on accountabilities from our Mar/Comms team, content calendar etc.</p> <ul style="list-style-type: none"> Working to get information to the marketing portfolio as well as to our IABC members.
6:35 p.m.	Budget	Suzanne/Ilona	<ul style="list-style-type: none"> Membership numbers across IABC are decreasing. We had a \$20K shortfall in our initial budget draft. We reduced the Capital Awards budget, reduced programming, and are forecasting a deficit of \$4,000 for 2021-2022. Action: SP, EB, and IC to meet regarding role and requirements for both an accountant and a bookkeeper.
6:42 p.m.	Membership Month	Phoebe	<p>March initiatives, ways we can support</p> <ul style="list-style-type: none"> New memberships being introduced: Regular IABC Members, IABC+ which also includes certification application fee and renewal and IABC advances, as well as career and group memberships. Profiling members with a new campaign to launch soon. If board members can share these, that would be appreciated. Mar. 14 Special Interest Group (SIG) meeting for IABC International on healthcare.
6:52 p.m.	Updates from CWR	Elizabeth B	<ul style="list-style-type: none"> Leadership Institute happened last week. Discussed SIGs and the number of registrants. Talked about membership month and how everyone is feeling. Really wanting to increase value for members. EB wants to strengthen connection with members in Canada East Region.
7:20 p.m.	Other Business	All	<p>Ilona</p> <ul style="list-style-type: none"> Financial report was done in time for



			<p>International. We are one of two chapters to completed it by the deadline.</p> <p>Lori</p> <ul style="list-style-type: none">• \$2,000 cash sponsorship incoming.• Sponsorship package for Capital Awards is almost completed.
7:02 p.m.	Meeting Adjournment	Suzanne	<p>Closing remarks:</p> <ul style="list-style-type: none">• The excitement of what everyone is bringing to the table is amazing.• The next few months will see a tremendous amount of energy from our board, IABC Edmonton members being nominated as fellows, and support from IABC International



Chapter Board Meeting Agenda – May 3, 2022

6:00 p.m. – 7:30 p.m.

Meeting conducted virtually using Google Meet – please use the link in your calendar.

Present: Elizabeth Bunney, Mahum Chaudhary, Ilona Cardinal, Phoebe Dey, Rolando Inzunza, Suzanne Pescod, Elizabeth Tadman-Kickham

Regrets: Jenna Hickman, Amanda Morris, Lori

Time	Agenda item/topic	Senior Director	Notes
6:02 p.m.	Call to order and Welcome	Suzanne	
6:03 p.m.	Adoption of Previous Meeting & Agenda	Suzanne	<ul style="list-style-type: none"> Minutes need to be drafted from April 5, 2022 meeting
6:05 p.m.	Opening Remarks	Suzanne	<ul style="list-style-type: none"> April review
6:07 p.m.	Updates from CWR, and Board Slate	Elizabeth B.	<p>CWR Updates</p> <ul style="list-style-type: none"> CWR meeting in Calgary. Met with incoming YYC President to discuss collaboration. EB sent notes with some actionable items for review. Board membership is dwindling with CWR. Will also be taking other issues to IABC International. Dare2Lead - Winnipeg 2022-2023. Will have a up to two board members participate. May need to increase budget to send participants. CW is evaluating programs. An invite for June AGM will be distributed later. <p>Board Recruitment</p> <ul style="list-style-type: none"> Distributed slate of board. Lots of interest in joining the board in June 2022!
6:19 p.m.	Capital Awards Update	Mahum/Amanda	<ul style="list-style-type: none"> 29 Entries Looking to have them all judged by May 9, 2022 Some tickets purchased for Capital Awards 2022 Current and incoming Board have a discount code to purchase tickets BoardCapAwards22, until May 20, 2022). Awards of Distinction close on Jun 10, 2022 . Networking and Gala will be in and near the new Allard Hall at McEwan University. <p>Senior Director Position Proposal</p> <ul style="list-style-type: none"> Mahum drafted a proposal to reclassify the role into a senior director role. Discussion regrading benefit for ongoing communications, financial oversight, and



			<p>portfolio leadership.</p> <ul style="list-style-type: none"> • No opposition of including the role into a Senior Director role. The question of the future of capital awards. • The decision does not need to go to the AGM, as the executive can
6:55 p.m.	Programming Update	Mahum on Amanda's behalf	<ul style="list-style-type: none"> • Mastermind group complete. • The assessment was completed. RO will have more availability now. • Had to cancel the mental health panel due to low registration.
7:00 p.m.	Budget	Ilona	<ul style="list-style-type: none"> • The 2023 Budget be accepted as presented by email be accepted. Passed. Proxy votes in favour from Amanda Morris.
6:50 p.m.	June Board meeting	Suzanne	<ul style="list-style-type: none"> • Keeping June 7th as an in-person or virtual hosted/delivery dinner. • Please let Suzanne know your personal preferences (in person vs. virtual). • There will not be any work on Jun 7, 2022 but a social meal.
7:05 p.m.	Other Business	all	<ul style="list-style-type: none"> • Awards of Distinction (Suzanne) <ul style="list-style-type: none"> ◦ We want more nominations in all categories. ◦ Communicator of the Year, Leader of the Year, and Member of the Year. ◦ Deadline is May 10, 2022. ◦ Please encourage others to submit nominations. • Vendor Ownership switch (Ilona) <ul style="list-style-type: none"> ◦ Admin Slayer (who does our financial statements that we submit to IABC International) is changing ownership. They assure us that there will not be any changes to service delivery. It may not impact our choice of vendors for the financial audit .
7:16 p.m.	Meeting Adjournment	Suzanne	