

Minutes

Director's Meeting March 8th, 2022

Present: Julie, Erin, Bob, David.

1. Accept minutes of the previous meeting.

Accepted the minutes of the February 24th, 2022 meeting.

The minutes of the February 8th, 2022 minutes were accepted by email.

2. Archive Page

- A. It was determined that the archives page is a good mechanism and well utilized by various Board members.
- B. The archive page needs to be restored as it was previously set up and password protected with the previous password. The board has approved all the information that was previously on the Archive page.
- C. The minutes of Director's meetings and AGM minutes will be stored in the archive page with a link similar to what is currently used on the national site. Minutes from past meetings will be added to the list
- D. Should someone request a copy of the minutes or any information stored in the archives, they would be required to submit a written/email request and a suitable version will be sent to the individual making the request.
- E. The archive page could be made more secure and the password should be changed periodically

ACTION: Allen and David can work together to improve the security of the archives.

ACTION: Julie and Erin will provide copies of past meeting minutes

3. Website

- A. There is a lot of good information on the website but it is time to review the website as some information is outdated or does not need to be posted on the website.

Motion:

- B. Changes to the website can continue to be made, as required, at the request of a Director. The Board will review any changes and content on the website during Board meetings and may also request corrections or additional changes at that time.

Motion seconded and passed.

ACTION: Julie will connect with Allen to review the current content and identify the broken links and the areas that need to be removed or updated as discussed during this meeting.

€.—Any changes to the website will be moved to the archives with a link under the heading 'Deleted items' in case it needs to be reviewed or restored. After the directors have approved the changes, the information can be permanently deleted or saved for future review.

4. WhatsApp

A. Members who have not renewed their membership will be removed from the Whatsapp group as of March 31st. As of March 7th, there were 235 members who have renewed and 137 who have yet to renew.

ACTION: Allen will remove members on the WhatsApp when their membership expires on March 31st, 2022.

5. AGM

- A. The AGM starts at 7pm via zoom but Board members can log at 6:30pm in advance of the start time. All other attendees will remain in the waiting room until 7:00
- B. The agenda was reviewed.
- C. If more than 4 members put their name forward for a position on the Board then that will require a vote to take place. Members who are running for a Board position will have 2 minutes to introduce themselves. David has prepared a poll that will take place via zoom whereby members can vote for their top 4 candidates. David will collate the results and announce the winners. If there is a tie for 4th place, the Board will meet to determine the outcome at the next Board meeting. The members who came 4th may be consulted by the Board to ensure they are still willing to join the Board
- D. A link needs to be sent out to the membership for the zoom meeting.

ACTION: Allen will send out the link.