

AGENDA

OACETT Board of Directors Meeting (In-Person) Friday November 22- Saturday November 23, 2024

Noon – 5:00pm // 9:00am – 3:00pm
In-Person at the Deerhurst Resort
1235 Deerhurst Drive, Huntsville ON, P1H 2E8

MS Teams link: [Click here to join the meeting](#)

A quick reminder about voting:

All Board members present at the meeting have the right to vote on every motion, with the exception of the student member. Staff, observers and guests also do not have the right to vote. It is expected that every Board member will vote on each motion and will make a decision either for or against. The President/Chair only votes in the event that a tie needs to be broken. A vote to abstain should only be used if a Board member has a conflict (which should be declared to the Chair prior to discussion) or, in the case of approving minutes, a Board member might abstain if they were not in attendance at the meeting for which the minutes are being approved. If you do not feel that you have enough information to make a decision, you need to request further information until you do feel sufficiently informed. If the requested information is not available, you should move to table the motion until the requested information can be provided.

Please refer to the [Board Manual](#) or [SharePoint repository](#) for more information.

Friday November 22, 2024

Lunch will be served at 12:00pm in the Lawren Harris Meeting Room.

The meeting will begin at 1:00pm in the Lawren Harris Meeting Room.

1:00 pm - PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Please note that the Board meeting is being recorded for the purpose of accuracy of minutes.

1. **DISCLOSURE OF CONFLICTS OF INTEREST** (5 minutes) Micheal
2. **BOARD AGENDA** (5 minutes) Micheal
Motion to **APPROVE** required
3. **CONSENT AGENDA** (5 minutes) Micheal
 - 3.1 Adoption of Minutes
 - 3.1a Board Meeting Minutes- September 26, 2024
 - 3.1b Update against Action Items- September 26, 2024 Meeting
 - 3.1c List of Board Motions
 - 3.2 CEO Report – Update against Strategic Plan and Action Plan

- 3.3 Diversity, Equity and Inclusion Committee (DEIC) Report
- 3.4 Finance and Audit Committee (FAC) Report
- 3.5 Governance, Policy and Strategy Committee (GSPC) Report
- 3.6 Member, Engagement and Services Committee (MESCC) Report
- 3.7 Registration and Professional Practice Committee (RPPC) Report
- 3.8 Registrar's Report
- 3.9 Young Professionals Committee (YPC) update
- 3.10 Student Representative Report
- 3.11 Heads of Technology (HOT) Report
- 3.12 Statutory Compliance Report

Motion to **APPROVE** required

4. DIVERSITY, EQUITY AND INCLUSION (DEI) (30 minutes)

- 4.1 Final DEI framework and strategic plan Shelley

Motion to **APPROVE** required

5. MEGA ISSUE (60 minutes)

- 5.1 Emerging Technologies 2025 Guest Speaker

BREAK (15 minutes)

6. NOMINATING COMMITTEE (NC) (45 minutes)

- 6.1 Review of Board competency profile Rosanna
- 6.2 Appointment of new Nominating Committee members Rosanna
- 6.3 President-Elect application process Rosanna

Motion to **APPROVE** required

7. NAME CHANGE SURVEY (30 minutes)

- 7.1 Review the name change survey results Micheal

8. TEAM DEVELOPMENT (45 minutes)

- 8.1 Exploration of organization culture Micheal
- 8.2 What Leadership style are you? Micheal

Dinner will be served off-site at 6:00pm. Please meet in the Front Lobby at 5:40pm to board the Shuttle Buses.

The Team Building event will begin at 8:00pm in the JEH MacDonald Room.

Saturday November 23, 2024

Breakfast will be served between 8:00am-9:00am in the Eclipse Restaurant, followed by a 9:00am Coffee Break in the Lawren Harris Meeting Room.

The Board meeting will commence at 9:00am in the Lawren Harris Meeting Room.

9:00 am - PRESIDENT'S OPENING REMARKS AND CALL TO ORDER

Please note that the Board meeting is being recorded for the purpose of accuracy of minutes.

9. NATIONAL (10 minutes)

9.1 Continuation with IEA membership Micheal

10. FINANCE AND AUDIT (FA) (45 minutes)

10.1 Final Initiatives Plans and 2025 Budget Brian
10.2 YTD Financials and Final Forecast Brian
10.3 Risk Register Brian

Motion(s) to **APPROVE** required

11. REGISTRATION AND PROFESSIONAL PRACTICE (RPP) (75 minutes)

11.1 Updates to Code of Ethics Stephanie
11.2 Update to Rules of Professional Conduct Stephanie
11.3 New CPD Program – Final Stephanie
11.4 Changes to Code of Conduct or Good Character re: criminal record Stephanie

Motion(s) to **APPROVE** required

BREAK (15 minutes)

A working Lunch will be served at 12:30pm in the Lawren Harris Meeting Room.

12. MEMBER ENGAGEMENT AND SERVICES (MES) (45 minutes)

12.1 Guiderails for seeking government funding Roy
12.2 Labour Market Information David/Cheryl

13. GOVERNANCE, POLICY AND STRATEGY (GPS) (20 minutes)

13.1 Report on governance review Norman

14. PROTECTION OF TITLE (20 minutes)

14.1 Update on the “Protection of Title” legal injunction Cheryl

15. MEETINGS

- Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Thursday April 25, 2025: 5:00 p.m. – 7:00 p.m. -- Online – MS Teams ****Please note the new date. Calendar invite has been updated.****
- Saturday June 7, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM ****Please note the new date. Calendar invite has been updated.****
- Friday June 13- Sunday June 15, 2025- Meeting and Conference – In-Person – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

16. NEW BUSINESS (5 minutes)

(Just a reminder that any new business should be proposed to the Chair prior to the meeting)

17. IN-CAMERA (30 minutes)

- 17.1 With CEO present
- 17.2 Without CEO present

**** Note: As per the [Board Orientation](#) slide deck, here is what in-camera means for OACETT:**

We will include in camera sessions (meaning without guests or staff) at the in-person Board meetings – one with the CEO and one without the CEO:

- ***When we meet with the CEO, it will be an opportunity to discuss any sensitive issues about the performance of the operation without other staff present.***
- ***When we meet without the CEO, it will be an opportunity to provide confidential feedback about the CEO’s performance, which will be shared with the CEO in aggregate by the President following each meeting.***

18. ADJOURNMENT

FOR REFERENCE:

[OACETT- Rules of Order Summary Sheet.pdf](#)

[Teams Etiquette for OACETT Board Meetings.pdf](#)

[Terms of Reference & Policies](#)