

AGENDA

OACETT Board of Directors Meeting (In-Person)

Friday November 24- Saturday November 25, 2023

Noon – 5:15pm // 9:00am – 12:00pm

In-Person at the The Briars Resort & Spa
55 Hedge Rd, Jacksons Point, ON L0E 1L0

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.

*** Please note that the virtual meeting room will be open 15 minutes prior to the start of the Board meeting, for those interested in socializing a bit before the meeting begins. ***

Friday November 24, 2023

Lunch will be served at 12:00pm in the Garden Court Dining Room.

The Anishinaabe Circle Teachings will begin at 1:00pm in the Admiralty Meeting Room.

***** Begin with a traditional smudging ceremony followed by traditional teachings. Learn about the medicine wheel, the four sacred medicines, and what a bundle is in Anishinaabe culture. Enjoy a drum song or two and sip on cedar tea while learning the history of local Chippewa people.***

The meeting will begin at 2:15pm in the Admiralty Meeting Room.

2:15 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- Sept 22, 2023
 - 3.1b Update against Action Items- Sept 22, 2023 Meeting
 - 3.1c List of Board Motions
- 3.2 Registrar's Report
- 3.3 MESC Report
- 3.4 RPPC Report
- 3.5 CEO Report – Update against Strategic Plan and Action Plan
- 3.6 HOT report
- 3.7 Student Representative Report
- 3.8 FAC Report
- 3.9 DEIC Report
- 3.10 GSPC Report
- 3.11 Young Professionals Committee (YPC) update
- 3.12 Statutory Compliance Report
- 3.13 President's Report

Motion to **APPROVE** required

4. STRATEGIC PARTNERSHIPS (20 minutes)

- 4.1 Strategic Partnerships – review of list Micheal/Cheryl

5. STRATEGIC PLANNING (60 minutes)

- 5.1 Five-year summary report on progress against Strategic Plan Micheal/Cheryl
- 5.2 Planning discussion for the strategic plan update in 2024 Norman

BREAK (15 minutes)

6. MEGA ISSUE (60 minutes)

- 6.1 Process for Emerging Technologies and Markets – Next Steps Micheal/Cheryl

7. PROFESSIONAL ENGINEERS ONTARIO (PEO) UPDATE (15 minutes)

- 7.1 Professional Engineers Ontario (PEO) Update Micheal

'Minute to Win it' Team Building will begin at 5:30pm. Please meet in the Front Lobby.

**** Groups will be broken up into teams to battle it out in various fast, wacky, and weird challenges like cup stack, office tennis, and wastepaper basketball. Who will take the gold?**

****Reminder to please bring comfortable shoes.****

Dinner will be served at 6:30pm in the Garden Court Dining Room.

Saturday November 25, 2023

Breakfast will be served between 8:00am-9:00am in the Manor House Dining Room.

The Board meeting will commence at 9:00am in Admiralty 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.

8. RISK REGISTER (30 minutes)

8.1 Review of updated Risk Register and top three risks Arshad

9. FINANCE (60 minutes)

9.1 Final budget and business plans Brian/Arshad
9.2 YTD Financials and Second Forecast Brian/Arshad

BREAK (15 minutes)

10. NOMINATING COMMITTEE UPDATE (15 minutes)

10.1 MESC Eastern Region Councilor Replacement Rosanna

Motion(s) to **APPROVE** required

11. DISCUSSION (20 minutes)

11.1 Debrief session: Experience so far Micheal

12. MEETINGS

- February 28, 2024 – Virtual via MS Teams
- April 12, 2024 – Virtual via MS Teams
- May 25, 2024- AGM – Virtual via GetQuorum/Zoom
- June 7- June 9, 2024- Meeting and Conference – In-Person – Sheraton Toronto Airport Hotel & Conference Centre, 801 Dixon Rd, Toronto, ON M9W 1J5
- Friday Sept. 27, 2024: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Friday Nov. 22, 2024 – Saturday Nov. 24, 2024 -- In-Person (Location TBD)
- Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Friday April 11, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- Saturday May 24, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM
- Friday June 13, 2025: 9:00 a.m. – 12:00 p.m. -- In-person, Board Meeting – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7
- Friday June 13, 2025: Afternoon (Time TBD) -- In-person, Regional Chapter Meetings – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

- Saturday June 14, 2025- Sunday June 15, 2025 -- In-person, Conference – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

13. NEW BUSINESS (5 minutes)

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

14. In Camera (30 minutes)

13.1 With CEO present

13.2 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.

15. ADJOURNMENT

Boxed lunch will be available for take-away at 11:45am at the Front Desk.

FOR REFERENCE:

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

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

[Terms of Reference & Policies](#)