

# **Minutes of the Board of Directors meeting** **of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)**

**April 12, 2024 (Virtual)**

## **Present:**

<b>Micheal Mooney, C.E.T.</b>	President ( <i>Joined the meeting at 3:05pm</i> )
<b>Christopher van Dop, C.E.T.</b>	President-Elect
<b>Brian Raymond, C.E.T.</b>	Eastern Region
<b>Shelley Parker, A.Sc.T.</b>	Horseshoe Region
<b>Stephanie Pesheau, C.E.T.</b>	Northern Region
<b>Roy Sue-Wah-Sing, C.E.T.</b>	Toronto Region ( <i>Joined the meeting at 2:10pm</i> )
<b>Samuel Nammari, C.E.T., P.Eng</b>	Western Region
<b>David Visentin</b>	Student Representative
<b>Mladen Ivankovic, C.E.T</b>	Young Professionals Representative ( <i>Joined the meeting at 2:12pm</i> )
<b>Alex Lusty</b>	Public Representative
<b>Daniel Liao</b>	Heads of Technology

## **Staff:**

<b>Cheryl Farrow, MBA, CAE</b>	Chief Executive Officer
<b>Arshad Zaver, CPA, CA</b>	Director, Finance and Corporate Services
<b>Barry Billing</b>	Director, RPP & Registrar
<b>David Terlizzi</b>	Director, MES & Government Relations
<b>Elle Armstrong</b>	Administrator

## **Regrets:**

<b>Rosanna Tyrer, C.E.T., rcji,</b>	Past-President
<b>Norman Sandberg, C.E.T.</b>	Central Region

### **❖ President's opening remarks and call to order**

President-Elect van Dop called the meeting to order at 2:05 p.m., on President Mooney's behalf, who had to join the meeting late. President-Elect van Dop welcomed the Board of Directors, noting that the meeting was being recorded for accuracy of minutes.

### **❖ Disclosure of Conflicts of Interest**

There were no disclosed conflicts of interest.

### **❖ Approval of the Board Meeting Agenda**

The Board of Directors was asked to approve the addition new business to the agenda, which would be to discuss recommendations on the communications related to the upcoming Diversity, Equity and Inclusion (DEI) Members Survey.

**5885**

**Moved by Shelley Parker, Seconded by Stephanie Pesheau and Carried.  
Resolved that the Board of Directors approves the agenda as amended, to include new business related to the Diversity, Equity and Inclusion Members Survey.**

## **CONSENT AGENDA**

### **❖ Approval of the Consent Agenda**

It was noted that some of the acronyms in the Consent Agenda need to be updated to reflect the governance changes.

**5886**

**Moved by Shelley Parker, Seconded by Stephanie Pesheau and Carried.  
Resolved that the Board of Directors approves the items in the Consent Agenda as amended, with the appropriate update of any acronyms.**

## **FINANCE**

### **❖ Audited Year-End Financial Statements**

Brian Raymond, Chair of the Finance and Audit Committee (FAC) presented the Audited Year-End Financial Statements, for Fiscal Year 2023. He began by sharing the results from Prentice, Yates & Clark, who conducted the audit and found that the financial statements presented fairly in all material respects and were in accordance with Canadian accounting standards for not-for-profit organizations; in other words a “clean audit”.

Mr. Raymond also presented a slide deck, which covered topics such as deferred revenues, reserves, cash flow statement, investment portfolio holdings, asset allocation, risk profile, capital assets, intangible assets and pension plans.

**5887**

**Moved by Shelley Parker, Seconded by Alex Lusty and Carried.  
Resolved that the Ontario Association of Certified Engineering Technicians and Technologists Audited Financial Statements for the year ended December 31, 2023 be approved by the Board of Directors as presented, for recommendation to the members at the AGM on June 1, 2024.**

## **GOVERNANCE**

### **❖ Student Board Representative appointment**

Cheryl Farrow, CEO explained the Student Representative appointment process on behalf of Rosanna Tyrer, Chair of the Nominating Committee. She explained to the Board of Directors that the current Student Representative, David Visentin would be completing his one-year term as of June 2024, so a call had been put out to student members to fill this upcoming vacancy. Ms. Farrow advised that 16 applications were received and reviewed by the Nominating

Committee. A short list of candidates was established and interviews were conducted, resulting in the Nominating Committee's recommendation for Liam Croft's appointment.

**5888**

**Moved by Stephanie Pesheau, Seconded by Brian Raymond and Carried.**

**Resolved that Liam Croft be appointed as the non-voting Student Representative on the Board of Directors for a one-year term commencing as of the Board of Directors meeting on June 7, 2024, as recommended by the Nominating Committee and subject to the provisions of Article 3.1.1 (c) of By-law 20.**

#### **❖ Finance and Audit Committee appointments**

Ms. Farrow, CEO, introduced the Finance and Audit Committee (FAC) appointment process on behalf of Rosanna Tyrer, Chair of the Nominating Committee. She informed the Board of Directors that a vacancy occurred on the FAC when one of the originally appointed members from the Eastern region resigned mid-term. The Nominating Committee took this opportunity to put out a call for both the Eastern and Northern region, as there had not been an initial appointee from the Northern region, resulting in two vacancies on the Committee. 6 applications (2 from the Northern region and 4 from the Eastern region) were received and reviewed by the Nominating Committee, resulting in the two candidates that are recommended for appointment. The applications of the recommended appointees were shared with the Board of Directors as part of the meeting package and there were no questions.

**5889**

**Moved by Stephanie Pesheau, Seconded by Mladen Ivankovic and Carried with one member Opposed.**

**Resolved that the Board of Directors appoints Yujing Luo, C.E.T. (Eastern region representative) and Michel Jerome, C.Tech. (Northern region representative) to serve on the Finance and Audit Committee, effective immediately.**

#### **❖ Approval of updated By-Law**

As President Mooney had not yet joined the meeting, Ms. Farrow presented the proposed updates to By-law 20. She noted that while By-law 20 was approved by the members at the 2022 AGM, some discrepancies had been identified. The changes are relatively minor and if approved by the Board, will be brought forward for recommendation to the members at the 2024 AGM. The changes reflect that the President serves a two-year term as President-Elect, not two terms. The second change was a clarification that voting members of OACETT's Board of Directors can't serve on the Board of Trustees. The CEO is the one individual that serves on both OACETT's Board of Directors and also on the Board of Trustees for the Fletcher Foundation, but as the CEO is a non-voting member of the OACETT Board, this change appropriately addresses this overlap.

**5890**

**Moved by Roy Sue-Wah-Sing, Seconded by Stephanie Pesheau and Carried.**

**Resolved that the Board of Directors approves the changes to By-law 20 as presented for recommendation to the members at the 2024 AGM.**

### ❖ **Committee Changes**

Ms. Farrow explained to the Board of Directors that there was an existing committee member, who had not attended any of the four Governance, Policy and Strategy Committee (GPSC) meetings to date. The Committee Chair, Mr. Sandberg and Staff Support, Geoffrey Chappell had made telephone and email contact with the individual, but as of the most recent GPS meeting on April 2, the individual did not attend and did not provide notice that they would not be attending. As this committee lies within the jurisdiction of the Board of Directors, a motion is being proposed to remove the individual from the committee due to non-participation. If this motion is approved by the Board, a call for GPSC applications will be communicated to fill this vacancy. Questions were raised about the process for handling complaints if the removed individual disagrees with the decision, and the need for the Nominating Committee to review the selection process to prevent future issues. It was also suggested that, if scheduling conflicts are leading to committee vacancies, then establishing set dates for committees in advance may prevent further volunteer participation issues.

**5891**

**Moved by Mladen Ivankovic, Seconded by Shelley Parker and Carried.**

**Resolved that the Board of Directors approves the removal of the individual from the GPSC and directs the Nominating Committee to recommend a replacement as soon as possible.**

Following this decision, the Nominating Committee will review the previous candidate applications from the Horseshoe Region and make a recommendation to the Board of Directors. The Board agreed to proceed with an email vote to appoint a replacement candidate to the GPSC, to ensure a timely appointment.

**5892**

**Moved by Shelley Parker, Seconded by Mladen Ivankovic and Carried.**

**Resolved that the Board of Directors agrees to an email vote in order to appoint the replacement candidate to the Governance, Policy and Strategy Committee (GPSC) in a timely manner.**

## **NATIONAL**

### ❖ **Discussion of National designation to replace the C.E.T.**

President Mooney introduced the idea of creating a singular national credential, P.Tech. to replace C.E.T. in Ontario. Concerns were raised from the Board of Directors about potential confusion with existing designations and the need for further discussion and input from the Board and from the members. Discussions continued regarding the implications of adopting P.Tech., particularly in relation to existing designations like C.Tech. and L.E.T. and potential impact on licensing agreements and connections with other organizations. President Mooney

clarified that the relationship between the proposed P.Tech. designation and the L.E.T. license administered by PEO could be managed, emphasizing the importance of maintaining consistency in credentials and competencies across the country. The Board also discussed the transition to the P.Tech. designation, noting the need for legislative changes, trademarking updates and the challenges of standardizing titles across provinces. President Mooney, President-Elect van Dop and CEO Farrow will be attending a meeting related to the national designation and will report back to the Board with any updates following that meeting.

## UPCOMING MEETINGS

- ❖ Friday April 12, 2024: 2:00 p.m. – 4:00 p.m. – Online, Virtual via MS Teams
- ❖ Saturday June 1, 2024- AGM 10:00 a.m. – 12:30 p.m. – Online, Virtual via GetQuorum/Zoom **\*\*Please note the new date. Calendar invite has been updated.\*\***
- ❖ Friday June 7- Sunday June 9, 2024- Meeting and Conference – In-Person – Sheraton Toronto Airport Hotel & Conference Centre: 801 Dixon Rd, Toronto, ON M9W 1J5
- ❖ Wednesday Sept. 25, 2024: 5:00 p.m. – 9:00 p.m. -- Online – MS Teams **\*\*Please note the new date. Calendar invite has been updated.\*\***
- ❖ Friday Nov. 22, 2024 – Saturday Nov. 23, 2024 -- In-Person (Location TBD)
- ❖ Friday Feb. 28, 2025: 1:00 p.m. – 5:00 p.m. -- Online – MS Teams
- ❖ Wednesday April 9, 2025: 5:00 p.m. – 7:00 p.m. -- Online – MS Teams **\*\*Please note the new date. Calendar invite has been updated.\*\***
- ❖ Saturday May 24, 2025: 10:00 a.m. – 12:30 p.m. -- Online – Virtual AGM
- ❖ Friday June 13- Sunday June 15, 2025- Meeting and Conference – In-Person – Caesars Windsor: 377 Riverside Drive East, Windsor, ON, CA N9A 7H7

## NEW BUSINESS

Shelley Parker, Chair of the Diversity, Equity and Inclusion Committee (DEIC) informed the Board of Directors that the new DEI consultant, CultureAlly will be surveying OACETT's members regarding DEI. There were concerns expressed about the lack of identified rationale for collecting personal information from the membership and the Board agreed on the importance of building trust and accountability before proceeding with such data collection. The discussion highlighted concerns about collecting sensitive demographic information, as well as the timing and approach to collecting data for DEI work, recognizing the need for a clear framework and alignment with organizational values to maintain member engagement and trust. The DEIC, in collaboration with CultureAlly, will establish a framework to conduct gap analysis and ensure the involvement of pertinent voices and groups.

## ADJOURNMENT

President Mooney made his closing remarks, thanking everybody for their participation, and declared the meeting adjourned at 4:00pm.

**Email vote subsequent to the April meeting:**

The Board of Directors was tasked with approving the Governance, Policy and Strategy Committee's Horseshoe regional representative, as recommended by the Nominating Committee.

Discussion was opened on April 22 with movers and seconders finalized and the vote was called on April 25, with a deadline of end of day on April 26. The President announced the result on April 26.

The Board was asked to vote by email on the following motion:

**5893**

**Moved by Rosanna Tyrer, Seconded by Christopher van Dop and Carried.**

**Resolved that the Board of Directors appoints Marco Ricci, C.E.T. as the Horseshoe region representative to serve on the Governance, Policy and Strategy Committee, as recommended by the Nominating Committee.**

---

Secretary

---

President

## **ACTION ITEMS**

- A vote will be conducted via email to appoint the replacement GPSC Horseshoe regional representative.
- President Mooney will report back to the Board of Directors regarding the outcome of the national designation meeting.