

## Annual General Meeting Minutes – May 12, 2018

### 1. Call Meeting to Order

- a. The meeting was called to order at 1:00pm by the President.
- b. The president reviewed a few housekeeping items: under our bylaws, a quorum for membership meetings is over 50%, and there were enough members present, therefore the meeting was duly convened.

### 2. Introductions <Governance Slide>

- a. The President introduced the members of the board

Secretary - Nicole Jedrzejewski, M.A., BCBA

Treasurer - Fiona Perkins, M.Sc., BCBA

Membership Officer - Renai Sveinson, MPEd. ABA, BCBA

Members-at-Large - Constance Lien, M.A., BCBA,

Leny Velasquez, Ph.D., BCBA-D

Student Member-at-Large - Vessela Ivanova, M.Ed.

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Public Relations Officer - Julide Peace, M.S., BCBA

Member-at-Large - Erin Palma, M.Sc., BCBA

- sent their apologies for their absence

- b. The President welcomed the board members, chapter members, future members and all guests and introductions were made.

### 3. Review of/Additions to Agenda <Agenda Slide>

- a. The President reviewed the meeting agenda that was distributed. The President asked if the agenda and proposed time frame was acceptable

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to the members, no objections. Hearing no objections, the agenda and proposed timeframe were approved.

- b. The President briefly reviewed the rules of order for the meeting. The meeting ran in accordance with the Alberta Society Act, the Chapter's Bylaws, and Robert's Rules of Governance. The following was reviewed:
  - i. Registered members who wish to speak will raise their hand, wait to be acknowledged by the Chair, and open by stating their names.
  - ii. A member who wishes to speak a second time on the same item must wait until those who wish to speak on it for the first time have spoken.
  - iii. Each voting member will be given voting ballots during the election and under our Bylaws, proxy voting is not allowed.
  - iv. Finally, a reminder that this meeting is a general meeting. It is set to deal with issues that apply to general membership body, and not with issues that apply to any one as an individual.

The President asked all those present if there were any questions, concerns or objections about the rules? No questions, concerns or objections. The rules as presented were applied during the meeting.

#### **4. Review of Minutes <Minutes Slide>**

- a. Secretary read the minutes from the last AGM. The President asked if there were any objections to the minutes. No objections, the minutes

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stand as approved.

### **5. President's Report <Slides>**

- a. The President presented the yearly updates for the chapter. See President's report for further information.
- b. Reviewed the chapter's mission statement
- c. Reviewed data from the province re: current number of certificants
- d. Reviewed last AGM meeting
- e. Reviewed committees
- f. Reviewed technology updates and website
- g. Reviewed special events
- h. Reviewed journal article
- i. Reviewed challenges
- j. Reviewed upcoming activity

### **6. Chapter Committee Reports**

- a. Finance Committee
  - i. Treasurer reviewed the committee's work with a power point outlining the year report.
  - ii. Treasurer reviewed that the NUANS report was filled, the name will be held for 90 days to incorporate, deadline to apply is July 10<sup>th</sup> 2018.
  - iii. Treasurer reviewed recommendations moving forward.

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- iv. No questions were asked of the committee from those in attendance.

### b. Membership Committee

- i. Membership Officer reviewed the main objectives: membership base + communication to membership base
- ii. Biggest accomplishment: creation of membership
- iii. Reviewed activities in progress – JABA journal access and membership database
- iv. Recommendations: developing article/journal clubs and developing special interest groups
- v. No questions were asked of the committee from those in attendance.

### c. Governance / Officer Development Committee

- i. Committee chair (Member at Large) reviewed the main objectives of the committee
- ii. Reviewed accomplishments and current activities
- iii. Reviewed progress/upcoming events
- iv. Reviewed recommendations
- v. No questions were asked of the committee from those in attendance.

### d. Technology (Website/Social Media) Committee

- i. Committee chair (Secretary) reviewed and visually displayed the

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AltaABA website, how to sign up for membership, as well as the chapter's social media accounts.

- ii. No questions were asked of the committee from those in attendance.
  
- e. No objections or correction to the reports presented were made. The reports stood as approved and received.

### **7. New Business and Discussion**

- a. Review of Amendments to Bylaws
  - i. Review of membership and board roles.
  - ii. Brief discussion around the protest scheduled for the coming Monday regarding FSCD contracts and funding and addressing concerns around the parent-driven FSCD model. Leny (Member at Large) motioned, Vessela (Student at Large) seconded it, the board members would meet after the AGM to discuss the issue further.  
  
No objections to the amendments to the bylaws were brought forward. The amended bylaws stand as approved.
  
- b. President opened the floor to any new business or questions for the chapter, no new business or questions were brought forward.

### **8. Nominations and Election – <See Elections Document>**

Newly elected board members following the election:

- a) President – Miranda Macauley

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- b) President-Elect – Renai Sveinson
- c) Member-at-Large (1-year position to fill in current post) – Victoria Clauson
- d) Student Member-at-Large – Jessica Wilcox

### 9. Meeting Adjournment

- a. With no further business brought before the board, the President adjourned the meeting at 1:59pm.