

Annual General Meeting Minutes - May 11, 2019

1. **Call Meeting to Order**

- a. The meeting was called to order at 11:02am by the President.
- b. The President reviewed a few housekeeping items, including bathroom locations, fire exits and muster point, lunch options prior to speaker presentation and finally under AltaABA's bylaws quorum was met.

2. **Introductions**

- a. Introductions of the current members of the board:

President – Miranda Macauley

Member-at-Large - Fiona Perkins

President-Elect - Renai Sveinson

Member-at-Large – Victoria Clauson

Treasurer – Kayla Webber

Student Member-at-Large – Nicole Grocock

Secretary - Nicole Jedrzejewski

Public Relations Officer – vacant position

Member-at-Large - Leny Velasquez - sent her apologies for her absence

- b. The President reviewed the changes to the board, effective immediately, including member changes to Treasurer position, Student-at-Large position, and Member-at-Large position. The President also stated that anyone interested in filling the vacant

Public Relations Officer position should send a short bio to the board via email for consideration.

- c. The President welcomed all chapter members and all guests in attendance in person and via video conferencing.

3. Review of/Additions to Agenda

- a. All attendees were provided a copy of the proposed agenda. Membership stated no objections or additional agenda items. Hearing no objections, the agenda and proposed timeframe were approved.
- d. The President briefly reviewed Robert's Rules of Order, including how to speak as registered member, how to vote, and a reminder that the meeting's purpose is to deal with issues that apply to general membership body, and not with issues that apply to any one as an individual. Membership stated no concerns or objections.

4. Review of Minutes from 2018 AGM

- a. The President displayed a copy of last year's AGM minutes for everyone's viewing and review. Membership stated concerns or objections. Hearing no objections, the minutes stood as approved.

5. President's Yearly Report

- a. The President (Miranda Macauley) presented the yearly updates for the chapter:
 - i. Review of mission statement of AltaABA
 - ii. Chapter bylaws finalized
 - iii. Chapter incorporation in Alberta
 - iv. Completion of governance training by board members

- v. Committee development
 - vi. Hosting of social events in Calgary and Edmonton throughout the last year
 - vii. Opening of a bank savings account
 - viii. Submission of the annual ABAI report with chapter updates
 - ix. Update on current BACB registrant numbers in Alberta
 - x. Update on current AltaABA membership
 - xi. Proposal to sponsor yearly guest speakers
- b. The President reviewed some of the challenges faced by AltaABA over the last year, including changes in securing board members and high turnover and external provincial challenges.
- c. The President announced upcoming projects and focus of AltaABA, including finalizing board member roles and responsibilities, terms of references for sub committees, drafting of a 3-year strategic plan and working with other established ABAI chapters across Canada.
- d. The President thanked the current committees (membership committee, governance committee, finance committee, and technology committee) for their work over the last year.
- e. The President also thanked the greater membership for their support.
- f. No questions or comments from the membership.

6. Financial Report

- a. The outgoing Treasurer (Fiona Perkins) reported that work is currently underway with regards to updating accounting books as per Alberta Companies Act standards.

- b. An ATB savings account and PayPal account were opened for AltaABA this past year.
- c. The outgoing Treasurer reviewed financial summary, as of May 8, 2019 – \$2,957.75 in income, and \$701.74 in start-up expenses for AltaABA.
- d. The outgoing Treasurer shared a graph displaying all PayPal incoming payments from ticket sales for the guest speaker event.
- e. The outgoing Treasurer reached out to membership for any volunteers interested in joining the finance committee.
- f. No questions or concerns from membership.

7. Membership Report

- a. The President-Elect (Renai Sveinson) reviewed the main objectives of the membership committee, i.e., to establish a membership base/network and manage communication to membership throughout the year.
- b. The President-Elect reviewed AltaABA's membership growth over the last year and shared a visual graph depicting current 41 members and reviewed the demographics of current membership.
- c. The President-Elect reviewed process for renewal of membership – an email notification is sent out 1 week prior to membership expiry, no auto renewal at this time.
- d. The President-Elect reviewed the benefits of AltaABA membership, including free journal access to JABA.
- e. The President-Elect reviewed the social events and welcomed any ideas or feedback about the events or in regard to future social events.

- f. No questions or concerns from membership.

8. Survey Launch

- a. A Member-at-Large (Victoria Clauson) reviewed the purpose of the survey, namely collecting demographic information, opinions on issues of greatest importance in the province and to help the AltaABA board pinpoint specific areas to focus efforts.
- b. The Member-at-Large requested survey completion from the membership and provided additional information regarding the length of survey, online format, anonymous results, and sharing of results with membership.
- c. No questions or concerns from membership.

9. Guest Speaker

- a. The President concluded with information about the guest speaker presentation hosted by AltaABA: Hot Topics in AAC: Merging Clinical Perspectives to Ensure Independent Communicators, presented by Catherine Horton, SLP-BCBA. The President also acknowledged and thanked sponsors of the event, including The Continuing Education Department at MacEwan University and The Psychology Department at Edmonton Catholic School District.

10. Meeting Adjournment

- a. With no further business brought before the board, the President adjourned the meeting at 11:38am.