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| **Item** | **Notes** | **Action Items** |
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| **1.0** | **Roll Call & Memoriam** |  |
|  | 12:00 PMCall to order: Paul Kascak, Meaghen Allen, Amanda Hepp, Ashley Yu, Leah Tomasevic, Manny Ahmad, Anca Nastase, Scott Budgell, Andrew Kong, Leah DanylukRegrets: Jennifer Guth, Karah Harvey, Jennifer Guth, Ryan Boyd, Daria Romanish, Rachel BurakMemoriam: |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Additions to agenda: **MOTION: To adopt the agenda without modification*****NAME Leah, Seconded by Manny*** |  |
| **3.0** | **Approval of Meeting Minutes**  |  |
|  | October’s meeting minutes were sent out but were not voted on. Look into an email motion or vote on at next meeting. |  |
| **4.0** | **Branch Business/Updates** |  |
| **4.1** | **Committee Updates** * **Finances** - **Leah**
* Having a finance meeting/summary tomorrow. ‘Qatar of Branch Workshops’ – Bigtime Red. Mostly up to date, looking at -$22,395.92. Should have an additional Meeting with workshop committee on what went wrong. Will shoot for early December.
* Lots of issues with having to push it for years. For example, venue - $60K - > $78K, and social was expensive
* Sponsorship $30K goal – Actual $11K
* Meaghen – Linkage between the board and the workshop committee needs to be brought back. Just wasn’t there this year.
* Will plan to ditch Moneris and switch to Stripe.
* **Exec benefits**
	1. Policy to be updated to reflect the National Joint Council documents on both milage and meal allowances. Update the policy so it’s clearer what’s covered and what’s not. We update it to reflect what National is saying for everybody. E.g., HSAA had a document for meals $30 dollars, if more send a receipt and we pay. Members would expense $80 dollar meals and they would be covered.

Milage rates* + - https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en

Meal allowances* + - <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>
* Manny and Meaghen - Switch to CRA instead of NJC for gas rates. Links were included in the message chatbox.
* Update the exec benefit to include what a reasonable rate for travel, food, and lodgings – Manny will take the lead on this one.
* **Education sessions – Meaghen Allen**
* Doesn’t mind hosting monthly education sessions. Not sure if there will be a Dec session due to a speaker cancelling. Ryan might be able to enquire on a future session. Might not be for Dec however due to short notice.
* **CoPE** – **Jennifer** - Tabled
* **BOC** - Expression of interest for BOC. Daria’s term is up. Send expression of interest before Dec 15. Daria is quite involved in several projects. Executive votes on this – not general.
* Fees are increasing due to several factors. Example where increases are including BOC exams and corresponding fee increase, Exam Fee Increases, School Review Fees Increases, Equivalency Exam Fee & Application Fee. Details are brief due to no BOC rep this time.
* **Workshop update**
	1. Cost of workshop and a financial update
	2. Funds remaining with Marriott Ice District – do we want to book something with the Marriott?
	3. Extra bento boxes – Leah drove the extras to storage. What shall we do with them? Maybe we can fundraiser for them. Could go to a cause. – *Table for now.*
	4. Exec: do we want to pull some funds from our investment account to cover some one-off and unexpected expenses in 2022 (Be the Change, JW room penalty)
* **Membership** – Membership list seems out of date. Who holds this list?
* **Anca would like a copy of this list**
	1. Messaging for communication purposes.
 | Scott: Write an email for the BOC Rep expression of interest.Leah: Plan on an additional date and time to discuss the workshop.Manny: Investigate the Exec benefit policy and see what changes should be made.Paul or Scott: Look into providing an updated list. |
| **4.2** | **Meeting frequency - Scott**Sent out an idea for meetings booked – Don’t need to meet in Dec or July/Aug. Did suggest for 1 in-person – hard work taken care of. Meaghen – Be prepared for unexpected meetings. E.g., workshop meeting. |  |
| **4.3** | **AGM** * When should it be held. Often had the AGM at the springtime – at the same time as the golf tournament.
* Credit – J.W Marriott – Book some form of the event, at the end of Dec.
* Leah – Who has the particulars of that event. Marcy has that should be able to cover exec meals and food as well.
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| **4.4** | **ToR for Alberta Branch BOC representative role** * Each BOC Board member is tasked with reviewing their ToR to ensure it accurately reflects our role.
* Not sure how often these need to be updated? BOC Nationally is having people look at our ToR. Meaghen believes we reviewed them 2 years ago. Not sure many changes will be needed. Ryan will take a shot and begin the review.
 | Ryan: To begin the review of the Terms of Reference. |
| **4.5** | **Budget meeting**Leah – Talked with Meaghen a bit on this, might want to look at Jan 2023. May want to allocate some funds.This meeting would be more on spending money on for the past years. We have these committees; do we want to allocate some funds? Tailored to the exec and membership. |  |
| **4.6** | Board Accountability Document: Comments have been received and the document has been updated. Scott to send to Exec for final voting.  |  |
| 5.0 | **Adjournment @ 12:55 PM** |  |
|  | **MOTION: Motion to adjourn****NAME: Paul, Seconded by Manny** |  |
|  | **Next Meeting: January November 15, 2022 at 12:00 PM** |  |