

CMVA Ontario Chapter Executive Committee Minutes of Meeting

Date: March 2, 2020
Location: Skype Meeting
Event: Meeting to plan 2020 Ontario Chapter ATC

Attendees of the Meeting

NAME	POSITION
Grant Akitt	President
Andrew Sit	Treasurer
Stan Wolczyk	Membership
Andrew Ali	Technical
Derek Prinsloo	National Rep

Absent:

Meeting Minutes created by Grant on March 2, 2020 from notes taken during the meeting.

Agenda Items Covered

1. Planning for ON Chapter ATC
 - a. Date: May 26 (*tentative – approval required*) **APPROVED**
 - b. Venue: Pickering Nuclear GS (*tentative – approval required*) **APPROVED**
 - c. Technical Presentations: **ANDREW A. TO LEAD**
 - i. *Discussed the need for approximately 4-5 hours of content. Grant can provide a “mini course” on Time Waveform (2-3 hours) if interest is there. EC agreed that this is one potential topic. Andrew A. will begin to solicit for more presentations.*
 - ii. *Andrew S. sent out the Agenda for the last 3 years of ON Chapter ATC to the group.*
 - d. Chapter AGM **GRANT TO LEAD**
 - i. Review of Financials (Andrew S – Treasure to present)
 - ii. Election of Executive Committee for 2020 (Grant will facilitate)
 - iii. Plans for 2020 National ATC (Andrew S will facilitate)
 - iv. *We need some new members to step forward to join the EC. Grant will not return in a position but will remain as “Mentor” through the end of the National ATC, Andrew S will return for a final year as Treasurer, Stan will return as Membership, and Andrew A will return in an undefined role. Derek will consider joining the EC. Discussed that the EC should reach out members to get new people involved.*

- e. Marketing: **ANDREW S. LEAD / STAN SUPPORT**
 - i. MailChimp (or similar) messages to members
 - ii. *We will lean on Anne-Marie as a resource for communication for this effort (Website, Social Media, and Direct Mailing). Andrew S. will be in touch with Anne-Marie to initiate this.*

 - f. Food: **ANDREW S. LEAD**
 - i. AM: Coffee & Pastries?
 - ii. Lunch – ideas?
 - iii. PM: Snack?
 - iv. *No action at this time – will discuss more at the next meeting*
2. Other ON Chapter business
- a. Open – *No other business discussed.*

The meeting was adjourned with a date set for the next meeting: March 23 at 10am via Skype (Andrew S. sent out the invite).