

CMVA Ontario Chapter Executive Committee Minutes of Meeting

Date: March 23, 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 27, 2020 from notes taken during the meeting.

Agenda Items to be Covered

1. Review & Approve Minutes from March 2, 2020 meeting **APPROVED**
2. Agenda – March 23, 2020
 - a. ON Chapter ATC, May 26th, Pickering Nuclear GS / Impact of COVID-19 – Alternate planning
 - i. *Discussed the impact of the COVID-19 virus on our plans for the Chapter ATC. It is very unlikely that our site, Pickering Nuclear GS, will be available for a gathering of this type as soon as the end of May. This presented two options; either post-pone the event or move forward with the current date but move to an online / video conference format. The idea of finding another venue was discussed briefly and discarded as not being plausible given the current environment.*
 - ii. *Derek suggested that we should consider holding the ATC at the planned date using online tools and proposed that we hold a “Social” gathering later, once the COVID-19 situation has passed / calmed.*
 - iii. *It was decided (unanimously) to go ahead with the current date, use the online format, and plan for a Social event later in the year.*
 - iv. *The CMVA (National) has a license for Zoom which will be explored as our first option for this platform. Grant will be in contact with Ken K about the Zoom account and confirm some basic information as well as the availability of it for this purpose.*

- v. *Discussed the need to explore the capabilities of Zoom for this type of event. Derek and Andrew S will work on this once we have approval from Ken @ National. Some of the issues include:*
 - 1. *Number of participants*
 - 2. *Voting capabilities (for AGM portion)*
 - 3. *Moderator controls*

- b. **Technical Presentations** **Lead: Andrew Ali**
 - i. *Andrew provided an update on content.*
 - ii. *Plans to continue reach out to some past presenters and OPG colleagues. Jake Zwart, Paul Gonsalves, and Neil Tugby were all mentioned as potential presenters.*
 - iii. *A short course (~2 hrs) on Time Waveform Analysis to be presented by Grant Akitt has been accepted as content.*
 - iv. *Discussed the possibility of a 1-hour Vendor time slot for short (15 minute) presentations by Vendors. This would be commercial content and will need to be further defined if we move ahead with it.*

- c. **Chapter AGM** **Lead: Grant**
 - i. *EC members were to reach out to chapter members to get some new people involved in the Chapter EC. Very little was done here, mainly due to the changes over the past three weeks with COVID-19. Andrew A presented this to some colleagues at an OPG Peer meeting. No other prospects were mentioned at this time.*

- d. **Marketing** **Lead: Andrew Sit**
 - i. *Andrew has not followed up with Anne-Marie yet but will be doing so this week.*
 - ii. *Stan is going to be getting an updated ON-Chapter Member list from Ken Keith.*

- e. **Food** **Lead: Andrew Sit**
 - i. *No longer required since this meeting will now be held as an online video conference.*

- 3. **Other ON Chapter business**
 - a. *Open – No other business*

*The meeting was adjourned with a date set for the next meeting: **April 14 at 10am via Skype** (Andrew S. sent out the invite).*