

MINUTES
CPA Leadership Division: Executive Meeting
December 14, 2016
8:00pm – 9:00pm EST

Attendees: Joe Putos, Emma Plater, Sunny Ma, Megan Hudson, Katie Galotta,

Regrets: Jim Millard, Marc-Olivier Dube, Rachelle McDonald, MJ O'Donnovan, Megan Peters, Anthony Teoli, Sandi Kossey

1. Review of Agenda

- 1.1. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by Katie Galotta. Motion carried.

2. Approval of Minutes from June 2016

- 2.1. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by Katie Galotta. Motion carried.

3. Treasurers Report

- 3.1. Do not have an accurate balance yet, because has written some checks but have not been cashed yet. Approximately \$1500 less than last month.
- 3.2. Joe and Megan – briefly discussed budget for next year.
 - 3.2.1. In 2017, there will not be Congress expenses, but will have expenses for the Leadership Forum in Ottawa. Most other expenses are the same as previous years, and the NPAA Webinar costs will likely be lower than listed. Another source of income might be registration fees for the three webinar series if offered again in 2017.

4. Newsletter Editor

- 4.1. This year, did not publish as many newsletters as wished, possibly did not provide enough time
- 4.2. Brainstorming ideas to enhance submissions and publications: 1) to reach out to other potential writers outside of the executive committee, 2) start getting ideas for all four issues early in the year (two editions'-time early), 3) student contributions do not have to be a bio, could be about a fundraiser event or other topics, 4) leadership reflections from student placement or about a professor, 5) to include a question in membership survey regarding topics that members are interested to read about.

5. Chair's Report

- 5.1. Call for Nomination
 - 5.1.1. Vice Chair
 - 5.1.2. Chair-Elect
 - 5.1.3. Website Editor
 - 5.1.4. **ACTION PLAN:** Joe to send out the calls for nomination

- 5.2. Leadership Forum

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5.2.1. To be held in Ottawa in November 2017, hosted by the CPA Head Office in Ottawa. CPA is in the midst of creating their strategic plan for the next 5 years, have not provided much information regarding the Forum yet.

5.2.2. LD has 2 seats in the Forum committee.

6. 2016 Project Teams

6.1. PTAA webinar – already had 2 teleconferences, so things are in motion.

6.2. Website revamp – Need to list suggestions of what has to be done (what will be revamped); Katie Hawkins is the CPA website lead, Joe will link Katie H with Emma and Katie G; the new CPA platform is supposed to be quite flexible

6.3. Leadership Certification Curriculum

6.3.1. **ACTION PLAN:** Joe to connect Megan H with Jim M regarding Leadership Certification Curriculum project plan; Jim might be able to help with creating the Project Plan

6.4. Membership Survey – Survey Monkey, Joe will provide password; 19-item questionnaire; to include questions regarding Newsletter topics (but read over the 19 questions first)

6.5. Student Division Rep and Lead

7. Others

7.1. T-shirts are a marketing tool. Anyone can ask for t-shirts to give away to market Leadership Division.

7.1.1. **ACTION PLAN:** If anyone wants t-shirt(s), please email Sunny to provide: 1) number of t-shirts, and 2) sizes of t-shirts

7.1.2. **ACTION PLAN:** Sunny will connect with Marsha Bisson in January 2017 to put in the orders, and have Marsha mail the t-shirts out to everyone.

8. Meeting Adjourned

8.1.1. Meeting adjourned at 9:05pm EST.