

MINUTES
CPA Leadership Division: Executive Meeting
January 27, 2017
7:00pm – 8:00pm EST

Attendees: Joe Putos, Sunny Ma, Marco Dubé, Emma Plater, Meghan Hudson, Meaghan Peters, Marco Dube

Regrets: Katie Galotta, Rachelle McDonald, MJ O'Donnovan

1. Review of Agenda

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

2. Approval of Minutes from December 2016

- 2.1. Motion moved by Sunny to approve the minutes for the Dec 2016 meeting, seconded by Meaghan Peters. Motion carried.

3. Treasurers Report

- 3.1. Current balance is \$15,212.34
- 3.2. Year-end was completed and submitted to CPA; one big expense expected is for the English posters to be ordered (approx. \$800)

4. Newsletter Editor

- 4.1. Two paragraph summary of what is planned for each project
 - 4.1.1. Vision, what the project is, why, how it pertains to leadership; if vision is not yet clear, can first submit something vague to introduce the idea
 - 4.1.2. **Action Plan:** Please submit to Emma by February 1, 2017

5. Chair's Report

- 5.1. Call for Nomination
 - 5.1.1. Already sent out, and we received two responses already – for Assistant Newsletter Editor, one for Website Editor (Katie Galotta)
 - 5.1.2. Katie Galotta will be Website Editor, and Megan Peters will be Knowledge Translation Rep.
- 5.2. Student Leadership PT Reps
 - 5.2.1. Lead by MJ O'Donnovan, have a project in mind (To Be Announced)
- 5.3. Leadership Forum
 - 5.3.1. Format: Thurs night opening ceremony, Friday morning opening speaker, Friday night social, morning and afternoon breakout sessions Friday and Saturday, closing speaker (hopefully Emma Stokes) maybe a town hall meeting; format is meant to be interactive
 - 5.3.2. Will be first forum of this kind in Canada

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- 5.3.3. **Action Plan:** Joe will email out email regarding Leadership Forum, looking for ideas for the forum from everyone (e.g. if know a famous speaker in a special category, eyeopener ideas...etc)

6. 2016 Project Team Updates

6.1. PTAA Webinar

- 6.1.1. In the works, however had two student resignations this week (Derek Cheung and Anthony Teoli)

- 6.1.2. To include 8 fundamental topics

6.2. Website Revamp

- 6.2.1. To be updated by new Website Editor Katie Galotta

6.3. Leadership Certificate Curriculum

- 6.3.1. We will be getting some advice from the person who helped develop the American Leadership Certification curriculum, in a future teleconference

6.4. Membership Survey

- 6.4.1. Will be discussing with Joe regarding the Project Plan

- 6.4.2. To be completed hopefully by May 2017

- 6.5. **Action Plan:** email completed Project Plan to Sunny, will later be posted online

7. Others

- 7.1. Final call-out for t-shirt orders, will also need shipping address

- 7.1.1. **Action Plan:** Sunny to send out email for final call-out of t-shirts, to include current order list; if you are not on the list, please email Sunny again

- 7.2. Joe and Sunny working on identifying all previous LD executives and student

8. Meeting Adjourned

- 8.1.1. Next meeting to be around early March 2017.

- 8.1.2. Meeting adjourned at 7:55pm EST.