

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

Attendees: Joe Putos, Megan Hudson, Meaghan Peters, Amanda Pereira, Katie Galotta, Sunny Ma

Regrets: Rachelle MacDonald, Emma Platter

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 Jan 2017

- 2.1. Motion moved by Sunny Ma to approve the minutes from the January 2017 meeting, seconded by Amanda Pereira. Motion carried.

3. Business Arising ('Action Items' from previous meeting minute)

- 3.1. **(4.1.2)** Short-blurb: submitted by Sunny, Megan, Emma (?), Joe
- 3.2. **(5.3.3)** Leadership forum: Joe still waiting for update, will inform rest of Exec when Joe has more information
- 3.3. **(6.5)** Project Plan: received for 'website revamp' and 'membership survey' projects, waiting for plan from 'Certification Curriculum' and 'NPAA Webinar' projects
- 3.4. **(7.1.1)** T-shirt order to be sent to Marsha Bisson after confirming order from Amanda Pereira

4. Treasurers Report

- 4.1. Current balance is: \$12,974.42.
- 4.2. This month has some big-ticket items: 1) \$500 for funding awards x 2 (Feb 2017), and 2) \$1900 for Division Committee travel secretariat funding for meetings in Toronto, and 3) joint initiatives fund (current initiative = professional pathway)
- 4.3. **ACTION ITEM:** Joe to send Division Chair funding outline

5. Newsletter Editor

- 5.1. Working on 1st Newsletter of 2017, draft is completed, to be published soon.

6. Chair's Report

6.1. Updated Exec List

- 6.1.1. Calling out for vacant positions: Vice-Chair, Chair Elect, Education Co-ordinator
- 6.1.2. **ACTION ITEM:** Joe to contact Tamas at CPA National to extend voting to newly establish members
- 6.1.3. **ACTION ITEM:** Joe to clarify who the voting members are

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6.2. Student and Exec Match-Ups

- 6.2.1. Students can contact matched-up exec with questions; students should be emailing the Execs to introduce themselves, and can email execs with any questions with school, the Division,...etc.
- 6.2.2. **ACTION ITEM:** Joe to remind students to contact their Exec match

6.3. Leadership Forum

- 6.3.1. In place of Congress this year; format not yet set, have some speakers confirmed
- 6.3.2. Registration will be approx. \$390 for two-days in Ottawa, first weekends in November. Start Thursday night, Friday will be for presentations and speakers, will finish on Saturday (Friday to Saturday)
- 6.3.3. Travel cost can be covered by the Division, might be able to extend coverage to Resource Reps
- 6.3.4. This will be the first Leadership Forum outside of the United States
- 6.3.5. Difference from Congress will be that the Leadership Forum will be based on Leadership topics
- 6.3.6. This year, our AGM will be of electronic format, sometime in May (Usually AGMs happen at Congress each year), CPA will help organize it
- 6.3.7. AGM Potential times = Sunday at 1pm or 2pm EST, sometime in May
- 6.3.8. **ACTION ITEM:** Sunny to coordinate AGM date by end of March

7. 2017 Project Team Updates

7.1. PTAA Webinar

- 7.1.1. Two new leaders now
- 7.1.2. Theme chosen by NPAA is *communications*
- 7.1.3. Aiming to lunch in June, with a follow-up in 4 weeks later

7.2. Website Revamp

- 7.2.1. Have a template of what we are envisioning for the website, then to discuss with Katie Hawkins
- 7.2.2. **ACTION ITEM:** Sunny to send Katie existing website questions

7.3. Leadership Certification Curriculum

- 7.3.1. Waiting to meet with Jim Millard and person with States via teleconference to discuss Project Plan

7.4. Membership Survey

- 7.4.1. Send new version to Joe on Word document, and Joe can edit it on Survey Monkey
- 7.4.2. Perhaps rank preferences of communication methods

8. Other

- 8.1. **ACTION ITEM:** Sunny to send out t-shirt order to Marsha
- 8.2. **ACTION ITEM:** Joe to email Amanda information on the student leadership awards

9. Meeting Adjourned

- 9.1.1. Next meeting will be planned for late April 2017
- 9.1.2. Meeting adjourned at 8:04pm EST