



MINUTES
CPA Leadership Division: Executive Meeting
November 5, 2014
7:00 pm - 8:15 pm EDT

Attendees: Jim Millard, Carol Damp Lowery, Kathy Davidson, Sandi Kossey, Emma Plater, Jean Robinson
Regrets: Joe Putos, Kris Head, Megan Hudson, Swapnil Rege, Kayley Perfetto, Jérémie Breau, Mabel Plourde-Doran, Brent Cunning, Phil Sheppard

1. Review of agenda and additions.

MOTION It was moved by Carol seconded by Emma and carried that:
The Agenda be accepted as circulated.

2. Approval of minutes of the teleconference held September 21 2014

MOTION It was moved by Carol seconded by Sandi and carried that:
The minutes of September 21, 2014 be accepted as circulated.

Action update from September meeting
2.1 Survey Results - circulated – no discussion
2.2 Roles & Responsibilities - circulated – no discussion

3. Treasurer's Report: *Lead Kayley*

Account Balance: \$12 151.47, with outstanding invoices at: \$0.00. It is estimated that total membership fees for 2014 will be just under \$ 9000.00 (last quarterly payment to be deposited (<\$1000.00) on February 2015.)

Joe and Kayley are currently finalizing the 2015 budget which is due at the CPA in November 2014. This will be discussed and finalized line by line at the next meeting. The budget for 2014 will be submitted to the CPA shortly.

4. Teleconference Access to Recording – *Brent*

Deferred

5. Newsletter Fall Issue: *Leads Carol and Emma*

Newsletter is now available on the website, and will be circulated via eBlast shortly. Next issue will be published in late January/early February.

6. Website: *Lead Sandi*

Sandi reported that she is still familiarizing herself with the website and the options available. No feedback from executive members has yet been received regarding suggested edits -

She has requested a bio and headshot from all members and has received one from about half the members. She will be sending reminders to those who have not yet submitted.

ACTION: All Executive members to review the website pages and send any suggestions for changes to Sandi.

ACTION: Executive members to send a bio and headshot to Sandi if they have not already done so.

7. Chair's Report – *Lead Jim/Joe*

7.1 Rotation of meeting chair

A document providing advice on how to chair a meeting was circulated to the executive members. Any executive members who would like to chair a teleconference in the future are welcome to and should let Joe or Jim know in advance of a meeting.

7.2 Leadership Award Nomination Process

It was agreed to remove the criterion regarding submission of a CV. It was also agreed that nominees do not have to be a Leadership Division member but must be a CPA member. The award will include a certificate and free membership to the Leadership Division for one year.

ACTION: Carol to ask CPA how complicated it would be to provide a free membership to award winners (paid for by the Leadership Division) and report back.

ACTION: Sandi to make changes to the award nomination document and prepare it for circulation via eBlast and newsletter.

7.3 Project Funding Application

The draft project funding application was reviewed and no suggestions for changes were made. The group was pleased that a process was now in place for those seeking funding from the division.

7.4 Leadership retreat

Deferred

8. Other

No other business was brought forward.

9. Meeting Dates

A doodle poll will be circulated for one meeting prior to Christmas. The December meeting will review the budget.

10. Meeting adjourned at 7:50 pm Eastern