

## **CWCA Executive Meeting**

April 20, 2017

**Present:** Heather Fitzgerald (Chair), Nancy Squair (Vice-Chair), Clare Bermingham (Secretary), Kathy Block (Communications Chair), Linnet Humble (Member-at-Large, East); Jordana Garbati (Treasurer), Brian Hotson (Guest)

**Regrets:** Lucie Moussu (Past Chair), Olivia Faucher (Secretaire Francais), Silvia Sgaramella (Member-at-Large, West)

### **1. Call to Order**

The meeting was called to order at 12:34 PM EST.

### **2. Approval of agenda (Heather)**

No additions/objections; approved.

### **3. Approval of minutes (Heather)**

None to approve

### **4. a. Draft bylaws for CWCA (Heather / Clare)**

Heather provided an overview of the constitutional review meeting with Clare and Brian on April 7, 2017. She reviewed Industry Canada expectations. Clare provided a section-by-section overview of the distributed draft by-laws, noting changes.

Related items discussed:

- Managing bank signing authorities has historically been difficult. The executive committee will address it in the summer. Brian will reach out to Tim Howard and copy Jordana.
- Membership fees will run from AGM to AGM without being pro-rated. E-Ply can send renewal notices.
- Brian will look into electronic voting systems on our behalf.

### **b. Draft Constitution (Heather / Clare)**

- Move elements of constitution not covered by by-laws into a preamble to the By-Laws and into other relevant sections; by-laws will replace constitution

**Motion:** BIRT the executive accept the by-laws as presented and amended by discussion, and will forward them to the general membership to vote on at the Annual General Meeting.

Moved by: Heather Fitzgerald. Seconded by: Clare Bermingham

Motion PASSED unanimously.

### **5. Travel Grants (Linnet)**

- a. Five were approved

### **6. Conference Schedule (Linnet)**

- a. Discussed a proposed schedule and will circulate in the next couple of days.
- b. Reminder to register will be sent out to presenters

### **7. Registrations:**

- a. Currently sitting at 92

**8. Other business**

**9. Adjournment**

The meeting was adjourned at 1:49PM EST