



**Association of Canadian Ergonomists
Association Canadienne d'Ergonomie**

**Association of Canadian Ergonomists (ACE)
DRAFT Annual General Meeting Minutes**

Holiday Inn
1696 Regent St.
Sudbury, ON P3E 3Z8
Tuesday, October 16th, 2018
12:00PM

Number of Voting Members in attendance: 46

By Proxy: 24

National Council: Karen Hoodless, Jennifer Kenny, Emma Christensen, Judy Village, Todd Hickey, Francois Taillefer, Patricia Hope, Jason Kumagai, Nancy Black, Karry Fortin (secretariat) Jennifer Daniels (secretariat).

1. Meeting Called to Order:

- The President, Karen Hoodless, welcomed and thanked everyone for attending the 50th Annual General Meeting and called the meeting to order at 12:07pm.

2. Confirmation of Delivery of Notice of Meeting & Quorum:

- Karen confirmed that notice of the meeting was duly delivered in accordance with the Bylaws. 46 members were present for the meeting and 24 proxies were assigned to different members, with quorum (10% of the voting members) being met for voting.
- Karen reminded those in attendance which membership categories were eligible to vote, and that the meeting would be delivered in their language of choice (with translation option by headsets).

3. Approval of Agenda:

- Karen asked if there were any amendments to the agenda and then confirmed the agenda for business as presented.

MOTION: To approve the agenda of 2018 ACE Annual General Meeting:

Motioned by: Peg Scherzinger

Seconded by: Jason Kumagai

All in favour.

Motion carried.

**4. Approval of Annual General Meeting Minutes July 31, 2017:
Annual General Meeting minutes**

- Karen called for approval of the minutes from the 2017 Annual general meeting, minutes were circulated to members prior to the meeting. She asked if there were any amendments:

MOTION: To approve the minutes from the 2017 Annual General Meeting of Members as presented:

Motioned by: Judy Village

Seconded by: Brenda Mallat

All in favour.

Motion carried.

5. President's Report for 2018 was Presented:

Karen reported major activities for 2018

- The National Council met to create a new Code of Conduct Policy
- Policies are being reviewed and updated, and procedures and policies are being created to make volunteer roles more efficient and clear.
- ACE has been offering ongoing webinars for members 6 taking place in 2018.
- Social media presence is being increased.
- New Committees will be built out in 2019, the Board has been working on putting this structure in place.

CSA/ISO Updates:

- Karen briefly mentioned the CSA updates in standards and ISO, she noted and thanked the several ACE members that volunteered to put these standards in place and whom participated and volunteers on these committees.

ACE Conference:

- Next year's conference will be chaired by Kathy-Lynn Shaw, it will take place in August 2019 in St. John's Newfoundland.
- Exploring the opportunity of hosting the 2020 conference in Quebec with the tentative chair being Quebec president François Taillefer.
- In 2021 ACE will join the IEA for their conference, Ian Noy is the Chair.

National Activities

- Each Region of ACE has provided a listing of events available in their region for ergonomics month. Regions were also providing annual events to encourage member engagement and learning.
- The new Ergonomics Canada Magazine was available as of July 2018.
 - Karen mentioned that National would like get the magazine out to industries and organizations across Canada.
- They had been working on member retention efforts, reaching out to lapsed members with success. Membership numbers were on the upswing.
 - Karen thanked the staff at Megram (Secretariat) for their efforts and ongoing support.

National Goals

- Increase Volunteer Base
 - ACE is seeking a Sponsorship Coordinator and Communications coordinator
 - Webinar coordinator: Allison Stephens volunteered to be the Webinar coordinator. Karen thanked Allison for her commitment.
- Student Engagement
 - Karen mentioned that National had created a infographic that has been distributed to schools across Canada to encourage students to be a part of ACE.

6. The Secretary's Membership Report was presented by Nancy Black:

Membership:

- The membership numbers were presented on the slides, per region. It was noted that there had been an increase in membership. At the time of the meeting there were 537 members.
- The acting secretary outlined the percentages and breakdown of member types:
 - Members: 429
 - Fellows: 7
 - Honorary fellows: 2
 - Affiliates: 20
 - Students: 75
 - Retired: 4
- Geographically distributed:
 - Atlantic: 28
 - Québec: 117
 - Ontario: 287
 - P&N: 39; BC-Y: 48
 - International: 8

The acting Secretary thanked the ACE Corporate Members:

- Global Upholstery Co. Inc
- ergoCentric Seating Systems
- LIFEFORM Furniture Manufacturing Inc.
- MyAbilities
- Fanshawe College

7. The Treasurer, Emma Christensen Gave the Financial Report for 2016:

- The financials were circulated prior to the meeting and it was noted that a full copy of the statements were available by contacting the ACE National office.
- Financial Review was performed by Peter Hogg for 2017.

The major highlights of the financial review were covered by the Treasurer.

- Membership revenue down \$11,000 since 2016.
- Website income down \$3000 since 2016 due to website issues.
- Legal fees saw an increase due to Code of Conduct development.
- Translation fees were up due an increase of eblasts and better communication to members.
- ACE saw an increase to management fees due to transition to a new management company.
- The 2017 Banff conference had a great turnout that resulted in a profit of \$8647.

8. The Financial Statements for the fiscal Year January 1, 2017 to December 31, 2017 were presented for approval.

The Treasurer motioned to approve the financial statements for the 2017 year as presented.

MOTION: to approve the financial statements of 2017 as presented.

Motioned by: Emma Christensen

Seconded by: Allison Stephens

All in favour.

Motion carried.

9. Appointment of the Public Accountant for 2018.

The Treasurer motioned to approve Peter Hogg, Chartered Accountant to be the reviewer for the 2018 year:

MOTION: to approve Peter Hogg as public accountant for 2018

Motioned by: Emma Christensen

Seconded by: Natalie Carscadden

All in favour.

Motion carried.

Membership Dues:

With regards to membership dues, the Consumer price Index was 1.4% this past year. In accordance with the By-laws, the Council has decided to raise the dues for 2018 to \$181 for members, \$43.00 for students and \$92.00 for Affiliate members.

10. The President Announced Tanya Morose, Secretary of CCCPE to Deliver the Report for the CCCPE:

- The secretary announced the 2018 CCCPE Board members
- The terms of the board were presented along with those who would be outgoing. She mentioned that the CCCPE likes to have a balance of the three aspects of ergonomics represented on the board (Physical, cognitive and organizational).
- Monthly Board meetings have been on schedule and two face to Face meetings took place in April and October.

- Tanya spoke regarding the Continuance of Certification process

Tanya reported numbers for new certified CCCPEs and AEs and COC:

- 192 CCPE and 50 AE in good standing (prior to September 2018 applicants)
- Applications received – March and September
 - 6 CCPE
 - 29 AE
- COC
 - 8 due in 2018, 7 received, 1 suspension
 - 13 due for 2019

Accomplishments this year:

- Application for IEA accreditation of the CCCPE designations will be submitted by end of calendar year
- Developing resources to assist prospective applicants
- Record number of applications
- Application process now entirely digital

11. Two bylaws revisions being proposed were summarised by the President:

- **The first vote is to amend article 17.2.8 - Candidates nominated for the position of Secretary must be functionally bilingual in English and French.**

Questions: Concern that we may have an issue down the line with the French compliment on the executive committee.

Response: National has discussed the the priority of bilingualism at great length and it will remain imperative that an individual on the executive committee is functionally bilingual in French and English.

Question: What is functionally bilingual? Will an individual have to be able to both read and write fluently in French?

Response: The potential Executive member must be able to converse fluently in French and English.

MOTION: To approve the vote to amend article 17.28 in the Bylaws to at any time, at least one member of Executive Committee must be functionally bilingual in English and French.

Motioned by: Natalie Carscadden

Seconded by: Peg Scherzinger

All in favour.

Motion carried.

- **The second vote concerns the addition of article 8.5.5 transitional member category**

MOTION: To approve the vote to add article 8.5.5 transitional member category.

Motioned by: Dana Greenly

Seconded by: Carrie Taylor

All in favor.

Motion carried.

12. The President Invited the acting Secretary to Report on the Election of Council:

- The acting secretary reported that at close of the call for nominations, the open positions of President-Elect (one year term, followed by 1 year term for President), as well as Secretary, which has (1) year term remaining and the treasurer position which is a 2 year term. No Nominations were received.
- As per the Not-for-profit act, the incumbent officers for the Treasurer and Secretary role, will continue on in their positions until another election is held via Special Meeting or the next AGM.
- With regards to the President Elect position, it will become vacant as of January 1st, 2019. National council will be discussing succession.

The secretary asked for a motion to approve the proposed slate of directors for the 2019 Executive Committee of the National Council.

MOTION: To approve the vote for the proposed slate of directors for the 2019 Executive Committee of the National Council.

- a. Past president- Karen Hoodless
- b. President: Judy village
- c. President Elect: Vacant
- d. Treasurer: Emma Christensen (Incumbent)
- e. Secretary: Jen Kenny (Incumbent)

Motioned by: Kathy-Lynn Shaw

Seconded by: Tanya Morose

All in favour.

Motion carried.

- **The Regional Presidents were introduced.**

Ontario- Kirsti MacAulay

BC- Amy Danko

Atlantic- Todd Hickey

Prairie and Northern - Jason Kumagai

Quebec- François Taillefer

13. President Karen Hoodless mentioned that no other business had been sent in advance by the members for discussion. No new business was brought to the agenda.

14. A special thank you was issued by the president to outgoing board members and certificates:

- Nancy Black, Past president
- Patricia Hope, Ontario Regional President
- Lisa Lucarino, BC/Yukon Region President
- A special thank you was issued by President elect Judy Village to Karen Hoodless, current ACE President who will moving to the Past-President Role.

15. Adjournment of Meeting at 12:54PM:

- Karen thanked everyone in attendance.

MOTION: To adjourn the 2018 Annual Meeting of Members..

Motioned by: Patricia Hope

All in favour.

Motion carried.