



**International Association  
of Business Communicators  
Canada East Region**

**CER Board Mandate:**  
To serve and support the development of  
chapter leaders.

**June Handover Meeting & 2023 CER Virtual AGM**

Join Zoom Meeting

<https://us02web.zoom.us/j/84065071273?pwd=RnBOcTNla3Q1NFZ5WGJnZnRZdWxRUT09>

Meeting ID: 840 6507 1273

Passcode: 511069

**AGENDA – Wednesday, June 21, 2023 at 12 p.m. to 1:30 p.m. ET**

**2023 AGM**

<b>Time</b>	<b>Topic</b>	<b>Responsibility</b>
12 noon	<ul style="list-style-type: none"> <li>• Call meeting to order + roll call</li> <li>• Request for declaration of any conflicts of interest</li> <li>• Approve 2022 AGM meeting minutes</li> </ul>	Andrew Kaszowski
12:05 pm	<ul style="list-style-type: none"> <li>• Approval of 2022-23 Financial Report</li> </ul>	Linda Andross
12:15 pm	<ul style="list-style-type: none"> <li>• Director Term-End Reports:               <ul style="list-style-type: none"> <li>• National Programs</li> <li>• Communications</li> <li>• Sponsorship</li> <li>• Professional Development</li> </ul> </li> </ul>	Jaye Bowers Samuel Chen Harshivam Bawa Kaleigh Maclaren
12:30 pm	<ul style="list-style-type: none"> <li>• Chapter President Term-End Reports</li> </ul>	London Maritime Newfoundland & Labrador Ottawa QC Toronto Waterloo
12:50 pm	<ul style="list-style-type: none"> <li>• Nomination review</li> <li>• Voting for 2022-2023 CER Directors</li> </ul>	Paula Bernardino
1:00 pm	END of AGM	

## 2023 JUNE HANDOVER/TRANSITIONAL MEETING

<b>Time</b>	<b>Topic</b>	<b>Responsibility</b>
1:00 pm	<ul style="list-style-type: none"><li>● Welcome</li><li>● Approval of meeting agenda</li><li>● Approve May meeting minutes</li></ul>	Andrew Kaszowski
1:05 pm	<ul style="list-style-type: none"><li>● Chair's Update<ul style="list-style-type: none"><li>○ Updates from Council of Regions</li><li>○ Review of 2022-2023 Year</li></ul></li></ul>	Andrew Kaszowski
1:10 pm	<ul style="list-style-type: none"><li>● Incoming Chair's Welcome</li></ul>	Marie Fitzpatrick
1:15 pm	<ul style="list-style-type: none"><li>● Lunch together and welcoming of incoming Chapter Presidents</li></ul>	All
1:30 pm	Meeting adjourns	Andrew Kaszowski

## CER Board Norms that guide our conduct

### Email

- Streamlined e-mails; using subject line to point out actions, requests, etc. and to use "CER" in the e-mail subject line to allow for sorting
  - Use "Reply to Sender" vs. "Reply to all"
  - If your e-mail address is in "To" line, you are being asked to respond; if your e-mail address is in "CC": line, the message is only an FYI for you
  - Pre-and post-meeting e-mails will highlight and action items
  - Be direct and open at meetings to ensure clear communication in our conversations •
- Maintain professionalism at all times while recognizing emotions can play a role in shaping views and conversations

### In-Person Meetings / Conference Calls:

- No surprises at the meeting table; CER Board should be aware of discussion items in advance to allow time for research and meaningful discussion
- Following standard meeting practices – with some fun!
- Being prepared for meetings (reading circulated materials)
- List CER mandate and norms on meeting agenda