



**CER Board Mandate:**

To serve and support the development of chapter leaders.

**CER Virtual AGM & Handover Meeting June 19, 2024**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/84954141428?pwd=am1PNVZWNG94V3h3R09ySkt2RUVYdz09>

Meeting ID: **849 5414 1428**

Passcode: **376420**

**AGENDA – Wednesday, June 19, 2024 at  
12 p.m. to 1:30 p.m. EST**

<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 2023 AGM Meeting Minutes</li> </ul>	Marie Fitzpatrick
12:05 pm	<ul style="list-style-type: none"> <li>• Approval of 2023-24 Financial Report</li> </ul>	Linda Andross
12:15 pm	<ul style="list-style-type: none"> <li>• Bylaw Update - as per new mandatory HQ process for Vice Chair &amp; Past Chair roles</li> </ul>	Andrew Kaszowski
12:20 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> </ul> </li> </ul>	Jaye Bowers Samuel Chen
12:25 pm	<ul style="list-style-type: none"> <li>• Chapter President Term-End Reports</li> </ul>	London Maritime Nfld & Labrador Ottawa Quebec Toronto Waterloo
12:50 pm	<ul style="list-style-type: none"> <li>• Nomination review               <ul style="list-style-type: none"> <li>· Voting for 2024-2025 CER Directors</li> </ul> </li> </ul>	Andrew Kaszowski
1:00 pm	END of AGM	

## 2024 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>	Marie Fitzpatrick
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 2023-2024 Year</li></ul></li></ul>	Marie Fitzpatrick
1:10 pm	<ul style="list-style-type: none"><li>● Incoming Chair's Welcome</li></ul>	Kaleigh Maclaren
1:15 pm	<ul style="list-style-type: none"><li>● Welcoming of incoming Chapter Presidents</li></ul>	All
1:30 pm	Meeting adjourns	Marie Fitzpatrick

## **CER Board Norms that guide our conduct**

### **E-mail:**

- 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 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 conversation

### **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

