



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=am1PNVZWNG94V3h3R09ySk12RUUVYdz09>

Meeting ID: **849 5414 1428**

Passcode: **376420**

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

Time	Topic	Responsibility
12 noon	<ul style="list-style-type: none"> ● Call meeting to order + roll call ● Request for declaration of any conflicts of interest ● Approve 2023 AGM Meeting Minutes ● Land Acknowledgement 	Marie Fitzpatrick
12:05 pm	<ul style="list-style-type: none"> ● Approval of 2023-24 Financial Report 	Linda Andross
12:15 pm	<ul style="list-style-type: none"> ● Bylaw Update - as per new mandatory HQ process for Vice Chair & Past Chair roles 	Andrew Kaszowski
12:20 pm	<ul style="list-style-type: none"> ● Director Term-End Reports: <ul style="list-style-type: none"> · National Programs · Communications 	Jaye Bowers Samuel Chen
12:25 pm	<ul style="list-style-type: none"> ● Chapter President Term-End Reports 	London Maritime Nfld & Labrador Ottawa Quebec Toronto Waterloo
12:50 pm	<ul style="list-style-type: none"> ● Nomination review <ul style="list-style-type: none"> · Voting for 2024-2025 CER Directors 	Andrew Kaszowski
1:00 pm	END of AGM	

2024 JUNE HANDOVER/TRANSITIONAL MEETING

Time	Topic	Responsibility
1:00 pm	<ul style="list-style-type: none">● Welcome● Approval of meeting agenda● Approve May meeting minutes	Marie Fitzpatrick
1:05 pm	<ul style="list-style-type: none">● Chair's Update<ul style="list-style-type: none">○ Updates from Council of Regions○ Review of 2023-2024 Year	Marie Fitzpatrick
1:10 pm	<ul style="list-style-type: none">● Incoming Chair's Welcome	Kaleigh Maclaren
1:15 pm	<ul style="list-style-type: none">● Welcoming of incoming Chapter Presidents	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

