EXECUTIVE COMMITTEE MEETING

Dec 5, 2022

1. Approval of Minutes from Nov 14, 2022 (All) Ben and Kerry

2. Approval/ Additions to Agenda (All) Accepted as tabled

3. Chair’s Report (Sean)
   - Finalize plans for 2nd community of practice meeting
     - Questions for discussion
       - Need to keep discussion focussed and feasible for time allotted
     - Chairs plan – Stephanie and Kerry
       - Introduce each chair and provide context to this second community of practice meeting
       - Ben to provide a ‘plug’ for ways to communicate to settings to encourage student members to connect with social media; Ben to insert a slide on student membership
       - Introduce guest presenters – provide context and brief history for presenters
       - Pending participant # may introduce self but caution for taking too much time for introductions.
- Participants put hospital, province or name of agency in name tag
- “Cross country checkup” for participants
- Slides – questions for participants to react to and stimulate discussion
- Following slides to provide context and key questions/concerns – open for round table and discussion
- Goal - Action oriented discussion and plan
- Note takers during meeting: Sean, Ben

  o Conference planning for 2023
    - Symposium updates
      - Panel discussion – confirmed (not symposium)
      - Sean needs to hear back from the speakers – each needs to provide a statement of their unique contribution to the panel
      - Moderator – Sean agreed to moderate
    - Reviews – formalizing reviewers and coordinator
      - Sean will check to see if Ben can be a reviewer
      - All will review unless noted to Sean/Stephanie they cannot
      - Stephanie – agreed to be the coordinator for reviews
      - Abstracts – due December 14, turnaround timeline tight
      - Deadline – January 10, 2023
      - Will monitor number of abstracts submitted to make sure we can manage a larger volume as conference in Toronto

4. Reports from Executive

  a. Communications Report (All)
    - 22/23 strategy discussion
      - discuss how to increase membership
    - Plan for a January Newsletter – updates by Sean
    - Web page – needs to be updated for new executive committee, Jane to review and provide info for update
    - Need to update web page with 2022 minutes.

  b. Secretary – Treasurer’s Report (Jane)
    - November 2022 financial report needs to be received. Anticipate no change from October 2022. Balance 4957.81.

  c. Student Report (Benjamin)
    - Communications & engagement
      1. Student team meeting this week to discuss social media content and communications; how can the group gain new followers and advertise social media connections
• Conference strategy
  1. Abstracts scored by December 8, 2022
  2. 5 submissions for symposium

5. Meeting schedule (All)
  a. Next meeting – January 16, 2023 1:00 EST

6. Adjournment