

MINUTES PAO BOARD MEETING

Date: Thursday October 8, 2015

Time: 5 p.m.

Location: Skype Teleconference

Present: B Doughty (Chair) J. Sikorski P. Archambault J. Hale
M. Homer A. Krahn B. Cook-Abbott R Cammaert

1. CALL TO ORDER

The meeting was called to order at 5.14 pm..

2. MINUTES OF PREVIOUS BOARD MEETING

On a motion by J. Sikorski and seconded by P. Archambault, the minutes of the Board Meeting held August 24th were approved as circulated.

3. MINUTES OF PAO AGM Meeting

On a motion by P Archambault and seconded by J. Sikorski, the minutes of the PAO AGM held September 16, 2015 were approved as circulated.

4. Business Arising

None

5. Roles and Responsibilities

Material had previously been distributed.

ACTIONS: BCA to send Strategic Plan to all members

Subcommittee responsibilities to be reviewed at next meeting

BCA to resend emails providing Board members with access to the PAO Calendar

J Hale and R. Cammaert to provide postal addresses to BCA so that Corporate return can be filed (JH completed)

6. Election

4 positions are to be filled (President, Vice President, Treasurer, Secretary).

ACTIONS: M Homer to discuss roles with J Sikorski/ BCA in advance of next meeting to better understand the commitment required for various positions.

Elections to be deferred to next meeting

BCA to resend information relating to Roles (contained in Bylaws and Policy Manual) to all board members

7. TRESURER'S REPORT

It was pointed out that the PAO's bank has to be notified ASAP regarding the changes in signing authority.

ACTION: To be addressed as a priority at the next meeting.

8. CONFIRMATION OF DATE AND LOCATION OF THE NEXT MEETING

BOARD MEETING TO BE HELD AT 7 PM ON OCTOBER 29TH, 2015

In Waterloo, Ontario (P Archambault to determine location and notify members)

9. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED ON A MOTION BY P. ARCHAMBAULT.

Secretary, B Cook-Abbott