



**CSSE Durham East Chapter
Board of Directors' Meeting**
January 26/2023, 12pm – 1 pm. EST

Present: Lynn Smith (Chair), Dileep Bhalla (Finance) Will Thompson (Communication), Gary Gibson (Programming), Jim Lintern (Secretary)

Regrets: Beth Harrington (Vice-Chair)

AGENDA

TIME	ITEM & DESCRIPTION	RESPONSIBILITY
12:00 pm	1.0 Welcome <ul style="list-style-type: none"> All welcomed back to the new year 	Lynn
	2.0 Finance Update <ul style="list-style-type: none"> will be addressed in point 5 below 	Lynn
	3.0 Programming Update (25 min) Jan – Exec meeting (virtual) <ul style="list-style-type: none"> Jan 26, 2023 12-1pm EST Feb – Fleming Lindsay (Mike) <ul style="list-style-type: none"> Thursday February 23 Will to push number of registrants to Gary to monitor headcount Fleming will need a couple of days heads up for food request May need a couple of reminders sent to helpdesk for distribution to whole chapter list Mar – Exec Meeting (virtual) <ul style="list-style-type: none"> March 24, 2023 noon -Jim to send out invite Apr – OPG Darlington <ul style="list-style-type: none"> Gary will follow up with contacts to establish event hosting and date May – Exec Mtg (virtual) <ul style="list-style-type: none"> May 29th, noon -Jim to send out invite Jun – Seneca College (Peterborough) <ul style="list-style-type: none"> Seneca committed to hosting meeting, Gary will propose the week of June 26th Gary will touch base with Beth to determine speaker Jul/Aug -No Content Sept – TBD <ul style="list-style-type: none"> left to open to allow for National Conference attendance 	Gary Will Gary Will Jim Gary Jim Gary Gary

	<p>Oct /Nov</p> <ul style="list-style-type: none"> • Merge two months for larger event to be streamed from Kite Lab Nationally • Will and Gary to discuss IT and logistics with KITE • <p>Dec Exec Meeting (virtual) TBD</p> <ul style="list-style-type: none"> • Possible consideration for meeting and event discussed for Port Hope Remediation process and Chemco -potential meeting site for regional meeting • Potential speaker topics for future could include office ergonomics due to growing trend of hybrid workforce 	<p>Gary</p> <p>Will</p>
	<p>4.0 New Member welcome process</p> <ul style="list-style-type: none"> • Deferred to wait and see what National will do with new Chapters • New Chapter Members include Richard Quenneville, Bill Hay, Geoffrey McComb, Umayr Mahbub, Paul Menard, Ehsan Uddin, Dileep Bhalla 	<p>All</p>
	<p>5.0 Regional Transition Process</p> <ul style="list-style-type: none"> • Motion by Chair (Lynn) to transfer all funds in bank account to National -seconded by Finance (Dileep) -all are in favour • Motion by Chair (Lynn) to close bank account - seconded by Finance (Dileep) -all are in favour • Lynn will reach out to Finance for some direction on these tasks • Minutes will be uploaded to Google drive when established • Need to find out who the RVP is so they can be copied on minutes • Dileep and Lynn to establish workplan for submission to executive director for approval of budget allocation (include forecasted budget for events including revenue and costs) -this was due November 4, 2022 (overdue) 	<p>Lynn</p> <p>Lynn</p> <p>Lynn</p> <p>Jim</p> <p>Lynn</p> <p>Dileep/Lynn</p>
	<p>6.0 Roundtable (10 min)</p>	<p>All</p>
1:00 pm	<p>Adjournment</p>	