



Board of Director's Meeting Minutes

Date: Tuesday, December 17, 2024

Time: 11:00-12:00 p.m.

Format: Virtual (Teams) meeting

Present: Nancy Houle, Andree Ball, Gerry Bourdeau, Constance Hudak, Stacey Malcolm, Anne Burgoon, Mike Lewicki, Noah Johnston, Jonathan Wright, Theresa Place
Regrets: Stephanie Courneyea, Graeme McPherson

1.0 Call to Order - Nancy

Nancy called the meeting to order at 11:03 a.m.

2.0 Approval of the Minutes - Nancy

Amendment: "Co-national Reps with Stacey taking the lead", change to "Stacey as Primary, Constance as co-chair".

01-12/17/2024: A motion to approve the minutes was made by Stacey, seconded by Anne. Carried.

3.0 Communication Committee Update - Mike

- Action items for January meeting: discussions with Josh at Nova Property Management about doing some local video, and with Theresa on using these avenues at events and conferences, making sure they are in line with the sponsorship packages.
- No newsletter in December, instead doing an end of the year "Message from the President", and a happy holidays video from the executive team.

4.0 Membership Committee Update – Stacey

- Still sitting at 243, same as last month (down by 40 compared to this time last year). Languishing membership trend.
- Shelley Seaby and Natasha Mayhew are co-chairs, Stacey will be Board liaison. Nancy made a motion to approve Shelley and Natasha as co-chairs, and Stacey as the Board liaison, seconded by Anne. Carried.
- Upcoming membership initiatives: "18-month kick-off campaign" and "2 for 1 Director Certificate Program" to drive early renewals.

02-12/17/2024: A motion to approve the two membership initiatives was made by Nancy, seconded by Anne. Carried.

- Discussed giving members access to video recordings – add to Agenda for next committee meeting

5.0 Education and Events Update – Anne & Jonathan

January 21 – Proactive Project Planning (Andree)

- Planning is underway, she will send speaker information to Theresa, registration is open.

February 19 – My Space, Your Space (Anne)

- Speakers have been sent to Theresa, registration is open.

March 19 – Being a Director (Stacey)

- Send out “Call for Questions” for discussion topics in January, speakers not chosen yet. Theresa would like speakers and description by mid-January (90 days) to optimize marketing.

Director’s Course (Gerry)

- Will ask the same speakers as last time, in progress.

May 2 - Kingston Conference

- Date booked but hotel contract has not been signed.
- Will start working on planning the sessions, in the new year.

May – Lawyers, Guns and Money (Mike)

- No update

Golf Tournament (Noah)

- Location has been booked, the same as last year

6.0 Sponsorship and Advertising Update - Mike and Noah

- Bronze sponsorship package – 5, Silver package – 3
- More people are interested in bronze than sponsorships available – consider adding a fourth tier?

7.0 Financial Update - Stephanie

- No report due to Stephanie’s absence
- Theresa is still working on access to PayEdge.

8.0 LCCI Update - Noah/Jonathan

- No update

9.0 CCI National Update - Stacey

- By-law #5 has been approved, re: role and duties of National Council.

- Constance has created a draft document on governance that could be used as talking points for Condo Strength sub-committee, based on Directors Course on governance. Will be reviewed by Patricia Elia who is on the sub-committee.
- Theresa will create a “National Council” subfolder in Sharepoint for the Board to review, will be useful at NLF.
- 2025 NLF is booked in Waterloo for May 29 & 30. Social event on Friday night but no conference on Saturday.
- Blue Sky is happening on January 20 & 21.

10.0 New Business

- No new business

11.0 Next Meeting – Thursday, January 23, 2025, 11:30 am - 12:30pm.

12.0 Adjournment – Nancy

Nancy concluded the meeting at 11:33 a.m.