



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

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## ACE Virtual Annual General Meeting Draft Meeting Minutes

Tuesday June 2nd, 2020 at 1:00PM EDT  
Zoom Teleconference

Total Members in attendance: 81

Number of Voting Members in attendance: 64

By Proxy: 1

National Council: Judy Village, Jennifer Kenny, Karen Hoodless, Tanya Morose, Jenny Colman, Amy Danko, Jason Kumagai, Kirsti MacAulay, François Taillefer, Todd Hickey

### 1. Meeting called to order 1:07 Eastern Standard Time

- The president, Judy Village welcomed and thanked everyone for attending the 52nd Annual General Meeting and called the meeting to order.

### Confirmation of the Delivery of Notice of Meeting and Quorum

- Judy confirmed that notice of the meeting was duly delivered following the bylaws. 64 members were present, and 1 proxy was assigned to a different member with a quorum (10% of the voting members) being met for voting.

### 2. Approval of the Recording Secretary

- Motion to accept Alicia Forgie from Megram as the recording secretary.

**Motioned by:** Brenda Mallot

**Seconded by:** Elisha Lemoire

62 votes in favour of approving the recording secretary.

**Motion carried**

### 3. Approval of Agenda

- The reading of the agenda will be waived.

- Motion to approve the Agenda

**Motioned by:** Armaan Jhingan

**Seconded by:** Kirsti MacAulay

57 votes in favour of approving the agenda.

**Motion carried**

### 4. Approval of the Annual General Meeting Minutes on August 13, 2019

- Motion to approve the minutes of the AGM held on August 13, 2019.

**Motioned by:** Aaron Miller

**Seconded by:** Lucy Hart

51 votes in favour of approving the minutes and 7 abstained votes.

**Motion Carried.**



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

## 5. President's Report

- Judy Village provided a verbal report of what ACE has been doing over the past 9 months since the last AGM:
- The ACE council has prepared media releases to increase public awareness of the importance of ergonomics, highlighting our profession, our association, our directory, and our certification college. The summer edition of Occupational Safety Canada will have a feature on ACE and how ergonomists can help in the time of COVID.
- One decision made last year due to austerity was to host ACE's first virtual AGM and national conference in 2020.
- Both consolidation and austerity have continued into this year, and the other themes are communication, the virtual summit, and the IEA congress scheduled for June 2021.
- Council has met six different times for 2-hour virtual meetings. Due to the COVID-19 pandemic, a planned in-person meeting this spring was cancelled.
- At last year's AGM ACE proposed changes to the bylaws to make council positions "directors" of the association. ACE has left this proposal on the table for now.
- ACE has signed a memorandum of understanding with CRE-MSD, with CARWH (The Canadian Association for Researchers on Work and Health), with the Institute for Work and Health, and with the Human Factors and Ergonomics Society in the US.
- This spring ACE will host the first joint webinar with CRE-MSD. ACE has hosted three other webinars and has shared 21 other webinars from other associations. ACE has uploaded recordings of 30 past webinars on the ACE member website.
- ACE has also worked to increase communication through eblasts to members and are including information from the Chartered Institute of Ergonomics and Human Factors in the UK, HFES in the US and the International Ergonomics Association.
- French members, when ACE receives webinars and position papers in English from another member society, translation does not occur. Whereas all Canadian offerings are in both languages.
- An ACE survey of members was conducted.
  - Most appreciated:
    - Webinars
    - The Ergonomics Canada magazine
    - The website
    - The conference
    - Local events
    - The job board
    - The member directory
  - Areas of improvement:
    - Website and eBlasts
    - Conference to alternate years
- ACE has an active national student committee and one of their tasks is to interview and highlight ACE members.



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

- ACES LinkedIn and Twitter sites have almost 600 followers.
- Our Ergonomics Canada Magazine has a new digital format conducive to smartphones and this year is a special feature promoting the IEA congress and the theme “Human Factors and Ergonomics in a Connected World: Looking forward to IEA 2021”.
- With increased circulation, ACE will get increased sponsorship, which allows more articles to be printed and to have a more robust magazine. There has been a suggestion to print this magazine more often than yearly, however, that is not possible unless we have sponsorship. We need members to encourage all companies and organizations to go to the ACE website and register for the electronic version of the magazine to increase readership.
- ACE’s revenues depend on corporate sponsorship and there has been a dramatic decrease in sponsorship this year, partly due to the COVID pandemic. ACE is re-working corporate offerings and finding new ways to attract sponsors to events such as webinars and virtual conferences.
- On October 21st, 2020 ACE will hold the first ACE Virtual Summit. Kirsti MacAulay and Dr. Carolyn McGregor are co-chairing this event.
- IEA Congress June 2021:
  - Plans are on track to deliver a truly outstanding experience for all delegates and exhibitors.
  - Congress represents a remarkable opportunity to interact with internationally acclaimed scientists and practitioners.
  - It has an expected 1,500 delegates from all over the world.
  - Under the leadership of Dr’s Nancy Black and Patrick Neumann, the technical program is being developed in close cooperation with IEA Technical Committees composed of over 80 individuals from 29 countries across the globe.
  - There are two distinct Calls for Proposals. This first Call is for Special Sessions. The second Call, planned for June, will be for Oral / Poster presentations.
  - A special effort will be devoted to attracting applied papers and posters. Selected posters will appear in the journal Work. And, extended Proceedings will be published in conjunction with Human-System Integration in Healthcare, the Digital Human Modeling symposium and a patient handling session(s), sponsored by Healthcare Insurance Reciprocal of Canada.
  - All ACE members should join the LinkedIn page IEA2021 and share it with their networks. The IEA2021.org website has a one slide PowerPoint file that members should use to promote the Congress, as well as a one-page PDF poster that can be printed and posted physically or virtually.
  - Ian Noy reported to the IEA executive, *“While we fully expect life to be back to normal by next year and plans for the physical Congress are well on track, the COVID-19 pandemic has raised new interesting possibilities*



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

*for us. They will be exploring over the next 2 months alternate Congress delivery formats including a hybrid model.”*

- Being a host country for IEA Congress may be a once-in-a-career opportunity so get involved, help, assist with sponsorship and be sure to participate and bring your best applied and scientific work.
- ACE is only as strong as its volunteer base. ACE is working with CCCPE to ensure that for every volunteer activity that you receive continuance of certification points for these activities. ACE still has one council position open for 2021, and that is the role of President-Elect.

## 6. Secretary's Report

- Tanya Morose provided a summary of the membership numbers.
- Membership is relatively steady over the past year. Ontario and Quebec are the largest regions.
- Currently, there are 471 members, this is 43 lower than last year. This decrease came mostly from member and student categories.
- Membership by type for 2020:
  - Affiliate: 20
  - Student: 22
  - Fellow: 11
  - Honorary Fellow: 2
  - Retired: 1
  - Transitional: 4
  - Corporate: 3
- Members by region
  - Atlantic: 21
  - Quebec: 99
  - Ontario: 227
  - P&N: 43
  - BC-Y: 44
  - International: 8
- ACE had a high of 578 members in 2015 and a low of 469 members in 2017.
- ACE wishes to thank our corporate members for their continued support:
  - ergoCentric
  - Fanshawe College
  - Fellowes

## 7. Treasurer's Report

- The financials were circulated before the meeting and it was noted that a full copy of the statements was available by contacting the ACE National office.
- The financial review was performed by Peter Hogg for 2019.
- The major highlights of the financial review:
  - **Primary Sources of Revenue**



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

- Membership increased for 2019 compared to 2018.
- The 2019 annual general conference made a profit of over \$25,000. 25% of that amount has been paid back to the Atlantic region for hosting the conference.
- **Primary Sources of Expense**
  - The Ergonomics Canada Magazine.
- **Future Considerations**
  - 2020 Conference. expect attendance to be high and expenses to be low given the virtual setting.
  - Put all our efforts into making the IEA conference a success, especially in sponsorships.
- **Membership Dues**
  - Council has decided to freeze the membership fees due to the ongoing pandemic. The 2021 membership rates will remain the same as the 2020 rates 2020 Conference.

**Question:** Mike Papakyriakou questioned if Jenny Colman can state which regional events generated revenue?

**Response:** Jenny Colman responded that she will determine which regional events generated revenue and then circulate the information with the members.

**Question:** Nancy Black questioned what amount of revenue was generated by webinars?

**Response:** Jenny Colman responded that she will determine an exact amount generated by webinars and then circulate the information with the members.

**Question:** Heather Kahle questioned if there is a consistent charge for webinars across Canada to all nonmembers?

**Response:** Jenny Colman responded that to her understanding there is a consistent fee of \$50 for nonmembers to attend webinars. Jennifer Kenny responded that there isn't a formal policy regarding nonmember webinar fees at this time, however, the past practice has been \$50 when the webinars were organized by National. Now that individual regions are organizing their own, still presented nationally, ACE will need to develop some written guidance on this.

**Question:** Amy Danko questioned if the information regarding the above questions will be shared with all members?

**Response:** Jenny Colman responded that the information will be shared with all members via the next newsletter.

#### **Approval of the 2019 Financial Review.**

- Motion to approve the 2019 Financial Review.

**Motioned by:** Jenny Colman

**Seconded by:** Jennifer Kenny



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

60 votes in favour of approving the 2019 financial review.

**Motion carried**

**Appointment of the Public Accountant for 2020.**

- Motion to appoint Peter Hogg as the Public Accountant for 2020.

**Motioned by:** Jenny Colman

**Seconded by:** Brenda Mallat

62 votes in favour of approving Peter Hogg as the Public Accountant for 2020 and 3 abstained votes.

**Motion carried**

**8. CCCPE Report**

- Rachel Mitchel provided a review of the activities, members numbers and financials of the CCCPE.
- CCCPE expects all of the Board members to be returning in 2021. However, there will be two positions to fill in 2022 as Mike and Rachel finish their terms.
  - CCCPE board members
    - Rachel Mitchel - President
    - Michael Sonne - Treasurer
    - Christine Joli-Coeur - Secretary
    - Brenda Mallat
    - Caroline Delisle
    - Beryl Ludwig
    - Aaron Miller
    - Victoria MacDonald
- The board meets monthly via teleconference and aims to have at least one face to face weekend meeting per year, typically to coincide with our application deadline. This year, our March meeting was held as a virtual two-day meeting.
- Financials:
  - In 2019, there was a small increase in income of about \$5000 and a substantial increase in our expenses. The increase in expenses is attributed to two things; the board held two face to face meetings and the CCCPE doubled their contributions toward the management fees shared by ACE and CCCPE.
  - We do expect expenses to decrease in 2020, as our Spring meeting was held virtually.
  - Membership fees continue to represent the main source of revenue (65%).
  - The application revenue increased by 59% in 2019.
  - The main source of expenses are the meetings as well and the administrative/management expenses.
- CCCPE received 186 CCPEs and 70 AEs in good standing. In our September 2019 and March 2020 application rounds, we received 12 applications for CCPE and 36 AE.
- This year a large cohort were required to submit their Continuance of Certification points, with 87 people due.
- Completed several projects:
  - Application for IEA accreditation.



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

- Update to the AE/CCPE package which is up on the website and should be used for September applications. The main changes include:
  - PDF fillable forms
  - Elimination of physical binders
  - Expanded definitions of the B category - educational requirements
  - How to claim thesis work and independent study courses
  - There is a website resource page on which you can find application tips, sample work products, as well as some promotional materials.
  - CCCPE is working with some schools to create pre-populated educational matrices for their courses.
- The COC cohort this year raised some interesting questions, resulting in some updates. There will be some small increases to the maximum allowable points in each section and updating some of the definitions to help with the calculation of points for volunteer activities.
- Our members will have received an email from CCCPE a week ago with a proposed change that requires a vote from our membership.
  - The proposal is to decrease the number of required points (from 100) by 1 point for each year of CCPE designation over 10 years. This means that after 20 years of CCPE designation, a member would only require 90 points.

**Question:** Nancy Black questioned how the numbers off CCCPE evolved over recent years and has there been any current or expected drop-offs due to COVID-19?

**Response:** Rachel Mitchel responded that she can pull the historical data, however, she does know historically the member numbers have increased. This year, some members didn't renew their CCCPE membership due to the member being near retirement and had concerns regarding managing their CoC. This resulted in CCCPE updating CoC submission in the hope to keep senior members active.

**Question:** Mike Papakyriakou stated that he does not recall receiving an email from CCCPE a week ago with the proposed change that requires a vote.

**Response:** Rachel Mitchel responded that there will be a reminder email sent out in the next day or two from CCCPE with the proposed change that requires a vote.

**Question:** Shane Hudson indicated that he received the email from CCCPE with the proposed change that requires a vote, however, there was no link to the vote.

**Response:** Rachel Mitchel responded that there should be a link directly to the vote with an attached document, however, we will confirm the link is located and active in the email with the attached document before the reminder is sent out in the next day or two.

## 9. Committee Update

- There were no committee updates to report.



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

## 10. Report on the Election of Council

- At the close of nominations, there was one nomination received for Treasurer, Armaan Jihngan.
- Council will appoint a president-elect from the membership.
- The proposed executive committee of your national council for 2021 are:
  - Jen Kenny, President
  - Judy Village, Past President
  - Tanya Morose, Secretary
  - Armaan Jihngan, Treasurer
  - President-Elect, to be determined.
- Motion to accept the Executive Committee as presented for the 2021 year.

**Motioned:** Geoff Wright

**Seconded:** Aaron Miller

62 votes in favour of accepting the Executive Committee as presented for the 2021 year and 2 abstained votes.

**Motion Carried**

## 11. Other Business

- President Judy Village mentioned the by-laws require that any other business to be brought before this meeting be provided to the national office at least 30 days in advance of the annual meeting. No other business was received.

### Member Recognition

- A more formal recognition will be done electronically towards the end of 2020.
- Judy Village is stepping down as President after two terms and will sit as Past President in 2021.
- ACE would like to thank Karen Hoodless for serving two terms as Past President and for all her work for ACE.
- ACE would like to thank Jenny Coleman who stepped in as a quick learner for Treasurer.

## 12. Adjournment

- Adjournment of the meeting at 1:58 Eastern Standard Time.
- Judy thanked all those in attendance.
- Motion to adjourn the 2020 Annual Meeting of the Members.

**Motioned:** Nancy Black

**All in favour of adjournment.**

**Motion Carried**