



Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

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**ACE Virtual Annual General Meeting  
Minutes  
Wednesday June 9th, 2021, at 12:00PM EDT**

**Total Members in attendance:** 90 registered, 72 in attendance

**Number of Voting Members in attendance:** 67

**By Proxy:** 1

**National Council:** Jennifer Kenny, Kathy-Lynn Shaw, Judy Village, Tanya Morose, Mike Papakyriakou, Francois Taillefer, Todd Hickey, Jason Kumagai, Manu Nellutla, and Armaan Jhingan

**1. Meeting called to order 12:07 Eastern Daylight Savings Time**

The president, Jennifer Kenny welcomed and thanked everyone for attending the 53rd Annual General Meeting and called the meeting to order. Introduction to the current Executive Council: Jennifer Kenny as President, Kathy-Lynn Shaw as President Elect, Judy Village as Past President, Tanya Morose as Secretary and Armaan Jhingan as Treasurer. Regional Presidents are for BC and Yukon Manu Nellutla, for Prairie & Northern Region Jason Kumagai, for Ontario Mike Papakyriakou, for Québec François Taillefer, and for Atlantic Todd Hickey.

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

Jennifer confirmed that notice of the meeting was duly delivered following the bylaws. 66 members were present, and 1 proxy with quorum (10% of voting members present) being met for voting.

**2. Approval of the Recording Secretary**

Motion to accept Vicky Van M. from Megram as the recording secretary.

**Motioned by:** Todd Hickey

**Seconded by:** Victoria McDonald

47 votes in favour of approving the recording secretary.

**Motion carried**

**3. Approval of Agenda**

Motion to approve the 2021 AGM agenda as circulated.

**Motioned by:** Don Patten

**Seconded by:** Dan Robinson

52 votes in favour of approving the agenda.

**Motion carried.**

**4. Approval of the Annual General Meeting Minutes on June 2, 2020**

Motion to approve the minutes of the AGM held on June 2, 2020.

**Motioned by:** Judy Village

**Seconded by:** Peg Scherzinger

51 votes in favour of approving the minutes and 3 abstained.

**Motion carried.**



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## 5. President's Report

Jennifer Kenny provided a verbal report of what ACE has been doing over the past 12 months since the last AGM:

The global pandemic continues to be at the forefront of our lives. We have seen ergonomics and our entire professions thrown into upheaval with each new wave of the pandemic.

In the last year, most of our efforts have been focused on the IEA 2021 congress. The organizing committee made the tough call to make the event fully virtual and have been working tirelessly ever since to implement that change.

Last year, Judy reported at the 2020 AGM that the themes were consolidation, austerity, and long-range planning. We have continued this path into 2021, and these themes work well with the current COVID-19 world.

We created a strategic plan for 2020 and 2021 which had 3 main priorities:

- Communications - We have been collaborating with the CCCPE to increase public awareness around ergonomics and human factors to the public. We have signed an agreement for content with OHS Canada magazine and we have already published in the OHS Insider. The arrangement is that we provide the content for free, and we get it printed for free under the ACE or CCCPE author name. If you have something you would like to contribute to our awareness efforts, please reach out to the [info@ace-ergocanada.ca](mailto:info@ace-ergocanada.ca) email.
- We have also turned our attention to our corporate members. We revised the corporate member package to offer 3 tiers of benefits along with the ability to add “a la carte” benefits upon request. This is the first year with the new package, so we hope to get some feedback from our 5 current corporate members and update as needed in 2021. In my vision for our corporate partners, I would see a dedicated volunteer to help grow and continue our relationships with them. If you think that is something you would like to take on, please let one of the council members know or email [info@ace-ergocanada.ca](mailto:info@ace-ergocanada.ca).
- Member retention and recruitment is an ongoing goal for ACE. We continue to provide webinars and increased communications while improving our member benefits. We have pending memorandums of understanding with the Institute for Work and Health (IWH) and have begun the process with organizations. These agreements will lead to the sharing of resources and position papers on our website and sharing of webinars and other events.

The national council met 7 times virtually since our last AGM. No in-person meetings occurred in 2020 and none have been planned for 2021. Instead, a series of sub committees within the council have met and/or will meet virtually to work on specific projects which include:

- Website improvements - In our last survey of members, this was a major area of concern, and we are still moving forward on recommendations for improvement. We have budgeted for a block of improvements for 2021, and we will then make smaller changes throughout 2022.
- Social media policy and procedures - It's only in the last few years that ACE has had a consistent and organized social media presence. We have a volunteer member, Colleen Dewis who has volunteered to be the lead for our social media presence. She is helping to develop a



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process and some policy around our social media presence so that we can proceed with a consistent and united voice for ACE on social media.

- Bylaw improvements - Some of these improvements will be voted on later this meeting. These changes are being proposed to streamline some of our process and to continue to remain in compliance with the Canadian Not for Profit Act. The proposed changes have been circulated for your review prior to this meeting.
- Our Ergonomics Canada Magazine which you have all seen by now was focused on the theme of the IEA congress for 2021. We could do so much more with this magazine for increasing awareness of ergonomics and increasing our revenues, but we need your help. We need to increase the circulation of the magazine. Please encourage all the organizations you know to sign up on the ACE website to receive the digital version of the magazine. We would like to see it in waiting rooms or on computers/phones of all employers and organizations in Canada. With increased circulation, we get increased sponsorship, which allows us to print more articles and have a more robust magazine. Help us increase the readership through your contacts.

Since our last AGM, ACE has hosted and promoted 10 webinars with a few examples as follows.

- Science behind active workstations in English and French – Dr Michelle Cardoso
- Postural angles of disappearing arms: investigating musculoskeletal risk factors in large animal veterinarians – Dr. Catherine Trask
- Ergonomics for Dancers

The committee coordinating webinars already has a few great webinars planned for the next few months. We would like to thank Allison Stephens and her team for taking on this initiative and to all the past and future presenters that want to share their solutions and knowledge with the ACE community.

We continue to have an active national Student committee and they have put on events such as:

- IEA registration contest
- Student trivia night
- Member profiles

We are also pleased to announce the location for our in-person conference for 2022. Assuming we can meet in person, with minimal pandemic restrictions, I'm pleased to say that we can see each other in person in Montreal, Quebec in the fall of 2022. Stay tuned for more details as they become available.

ACE is only as strong as its volunteer base, and we would like to really encourage you to consider helping make us a stronger association. There are several opportunities for volunteers with ACE. Formally we are seeking individual for roles such as:

- Corporate Member liaison
- Conference 2022 committee (in person)
- Webinars
- Council positions - President elect for 2022.
- or any other activity you would like to contribute to.



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## 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 501 members, this is an increase of 30 members from one year ago. This increase came mostly from regular member and student categories.

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:

- Level 3: ergoCentric
- Level 2: Fanshawe College, Mousetrapper (new this year)
- Level 1: Entrac and Chairlines (new this year)

### **Kathy-Lynn Shaw shared a question from the Chat.**

**Question:** Judy Village questioned that there seems to be a typo on the Ontario bars – are they reversed?

**Response:** Tanya Morose replied to the numbers at the top of the bar, thank you, labelling error.

### **Colleen Dewis shared a question from the Chat.**

**Question:** Nancy Black asked why membership was so much lower in 2017 and 2020?

**Response:** Tanya Morose replied that 2020 can attribute that to Covid, in 2017, she's not sure what did or didn't happen that year. She knows this year, specifically, ACE has been much more intentional about following up with members who did not renew.

## 7. Treasurer's Report

Armaan Jhingan provided a summary of the financials for the past 12 months. Both revenue and expenses were down due to Covid-19. 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 W. Hogg for 2020. The major highlights of the financial review are as follows:

### **Primary Sources of Revenue**

- Membership is still one of our main sources of revenue.
- Our Virtual Summit made a profit of just under \$3,000. 25% of that amount has been paid back to the Ontario region for hosting our first virtual summit.

### **Primary Sources of Expense**

- ACE had no travel expenses for the year of 2020 which is usually a big expense.

### **Future Considerations**

- Future considerations are for the 2022 conference. We expect attendance to be high as this



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might be our first face to face conference post Covid-19.

#### **Membership Dues**

- With regards to membership dues, in accordance with the By-laws, the Council has decided to raise the dues for 2022 by the consumer price index of 1.69%.
- The 2022 dues will be as follows: \$187.11 for members, \$44.74 for students and retirees, and \$95.59 for affiliate and transitional members.

#### **Approval of the 2020 Financial Review.**

Motion to approve the 2020 Financial Review.

**Motioned by:** Judy Village

**Seconded by:** Jennifer Kenny

46 votes in favour of approving the 2020 financial review and 4 abstained votes.

**Motion carried.**

#### **Kathy-Lynn Shaw shared questions from the Chat.**

**Question:** Karen Hoodless questioned if there are any initiatives to increase membership or revenue streams?

**Response:** Armaan Jhingan explained that currently during Covid we have been increasing our membership and our webinars. There have been quite a few webinars with a high attendance rate, and we are also following up on memberships and trying to find more corporate members.

**Question:** Nancy Black asked if the minutes and budget were online?

**Response:** Armaan Jhingan replied he believes they are available online, if you would like to see the budget or minutes you can reach out and we can definitely send them out to anybody who would like to see them.

**Question:** Lisa Beech-Hawley asked if “review” was the same as “audit”?

**Response:** Ryan Parachoniak explained that a review is not the same thing as an audit. A review is only just challenging specific transactions that happen throughout the year and make sure that the financial data is accurate. An audit goes through, transaction by transaction, to make sure that the full accounting cycle is being done.

**Question:** Karen Hoodless asked if webinars are free to members; how many non-members are attending?

**Response:** Webinars are free to members, there is a \$50.00 fee for non-members to attend webinars. All webinars are recorded and saved to the members area for viewing.

**Question:** Lisa Beech-Hawley asked - so this motion is just for a review vs. a full audit which was referenced in the intro to this motion”?

**Response:** Armaan Jhingan replied yes, motion number 5 is to approve a financial review conducted by an auditor.



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**Appointment of the Chartered Accountant for 2021.**

Motion to appoint Peter W. Hogg as the Chartered Accountant for the 2021 Financial Review.

**Motioned by:** Todd Hickey

**Seconded by:** Patricia Hope

51 votes in favour of approving Peter W. Hogg as the Chartered Accountant for 2021 and 3 abstained votes.

**Motion carried.**

**Kathy-Lynn Shaw shared comments from the Chat.**

**Comment:** Judy Village mentioned we might want to mention another subcommittee of ACE being Ergo@Large.

**Response:** Jennifer Kenny replied that it should be listed in the subcommittees, she overlooked and apologized.

**Comment:** Ian Noy suggested to get some ACE delegates to write blogs on IEA 2021 sessions, that they attend for different publications and magazines online, etc.

**Response:** Jennifer Kenny replied perfect, thank you.

**8. CCCPE Report**

Rachel Mitchell provided a summary of the CCCPE activities over the past year. The other executive positions on the Board are held by Aaron Miller, who is our Treasurer and Christine Joli-Coeur who is our secretary. Our other Board members include Beryl Ludwig, Caroline Delisle, Gina Vahlas, Michael Sonne and Victoria MacDonald. CCCPE expects all 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 Mitchell - President
- Aaron Miller - Treasurer
- Christine Joli-Coeur - Secretary
- Beryl Ludwig
- Caroline Delisle
- Gina Vahlas
- Michael Sonne
- 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 the application deadline. This year, our March meeting was held as three extended Board meetings.

Financials:

- Income remains steady from 2019 to 2020, expenses have decreased substantially. This is primarily as a result of the lack of face-to-face board meetings in 2020. As a quick reminder, the larger expenses in 2019 were a result of an increase in the management fees paid by the



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- CCCPE, and 2 face-to-face meetings.
- Membership fees continue to represent our main source of revenue (66%), with application fees making up the remainder. Our membership revenue is up 2% over 2019. Our main source of expenses continues to be management and administrative expenses, and once travel resumes, for our annual face to face board meeting.
  - Currently, we have 191 CCPEs and 93 AEs in good standing, up 28 members from 2020. In our September 2020 and March 2021 application rounds we received 20 applications for CCPE and 53 AE, an increase in 25 applications from 2020. Membership continues to grow. We had 27 folks due for their COC review in 2021 and have 28 due for Jan 2022.
  - The biggest news over the past year was the IEA accreditation of the CCCPE as the Canadian certifying body for Ergonomists. This raises the profile of the CCCPE and our designations.
  - We continue to develop our resource page and you will find several documents there to assist with your AE or CCPE applications including a recording of the application tips webinar held earlier this year, flow charts, tips sheets and sample work products.
  - We are also working on promotional materials for the college and designations including an information sheet on the CCCPE, why get certified, and why hire a certified ergonomist, as well as an article on “What is an Ergonomist”. We encourage you to share these with contacts and clients.
  - We have already had some success having H&S associations and magazines publish our materials, so if you have contacts in H&S or HR associations or magazines who might be open to having us add articles to their newsletters or conference bags, please reach out to us to help get these published more widely.
  - We have updated the AE/CCPE application kit and have amended the COC point system to include a reduction in required points for each year of experience over 10 years, so please ensure you are using the new application kit and spreadsheets on the website.
  - We continue to work with Colleges and Universities to complete the AE educational matrix for their ergonomics and HF courses. If you are connected to a college or university program and can assist, please reach out. We hope to start posting sample matrices on our resource page in the coming months.
  - We have also launched a CCCPE social media campaign and would encourage you to follow us on LinkedIn and Twitter.

**Kathy-Lynn Shaw shared questions from the Chat.**

**Question:** Nancy Black asked when are results from the March evaluations expected?

**Response:** Rachel Mitchell explained that they are making their way through the March applications. It typically takes the full six-month period to get through all of them, typically the AEs are done first and the more intensive CCPE applications are done second. You should expect to hear back through the summer months and into early September about your application, and if there are questions related to your application, you will hear that in advance.

**9. Committee Update**

There were no committee updates to report.

**10. By-law Revisions**

Your council is proposing some changes to the bylaws.

*Summary of changes proposed* - Regional Governance and regional finances. ACE is incorporated under the federal not for profit act. The five ACE regions are part of the ACE corporation under the





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act and are not incorporated independently. Our accountant, Peter W. Hogg, has recommended that the regional financials be amalgamated under the national finances, and this aligns with the not-for-profit act requirements, so we have been bringing the finances of regions under that of ACE National. Meaning, the regions still have complete control over their finances, but do not have a separate bank account. This also means regions do not need by-laws to manage their regions. Each region can still manage their own administration, but through policies and procedures rather than by-laws. These policies and procedures must not contradict the ACE national by-laws, but not needing their own bylaws should give the regions more flexibility in the management of their regions.

- Addition of the retired member category.
- Moving the territory of Nunavut from the Ontario region to the prairie northern region. The regional presidents decided this made more geographic sense.
- Changing the word “section” to “chapter” when referring to a smaller group within a region.
- Some minor changes to how regional presidents are appointed in the event they are unable to finish their term.

#### **Kathy-Lynn Shaw shared questions from the Chat.**

**Question:** Nancy Black questioned if Jennifer could repeat how the financial changes will be affected administratively.

**Response:** Jennifer Kenny explained that all the regions except for Quebec have been amalgamated under ACE National. The monthly reporting of the regions is done through National. All expenses are sent to national and are paid and recorded through national. The regions do not require a separate review if they are under ACE National.

**Question:** Nancy Black questioned why regions do not require bylaws and how does that affect function in the regions?

**Response:** Jennifer Kenny replied that regions can piggyback off regional bylaws and they can have their own policies and procedures. They do not require an AGM and all the same aspects that come out of being a separate entity.

#### **Kathy-Lynn Shaw shared a comment from the Chat.**

**Comment:** Judy Village mentioned that regions always had to refer to national bylaws.

**Response:** Jennifer Kenny confirms that this is correct, the ACE National bylaws always trumped the regional bylaws. The bylaws becoming policies and procedures should not really affect the regions.

**Question:** Nancy Black questioned, does this risk regions having less buy-in (feeling of sentiment)? Do we know?

**Response:** Jennifer Kenny replied she doesn't know, it's the short answer. If they really wanted to have bylaws each region would then have to become incorporated through the not for profit, act as a separate entity and not part of ACE.

**Question:** Natalie Carscadden questioned am I dreaming, or did we not receive this in advance





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as members to agree/disagree?

**Response:** Jennifer Kenny replied there was an email with the rationale, as well as the proposed changes in advance. She believes they were sent 60 days in advance, or at least notification was sent 60 days ahead. They were not necessarily to agree or disagree at that time they were always meant to be voted on during the AGM.

**Approval to accept the By-Law changes.**

Motion to approve the By-law changes as circulated.

**Motioned by:** Mike Papakyriakou

**Seconded by:** Anita Ellement

48 votes in favour of approving the By-law changes as approved, 3 votes not in favour, 2 abstained votes.

**Motion carried.**

**11. Report on the Election of Council**

At the close of nominations, there was one nomination received for Secretary but not President Elect. Tanya Morose has been appointed by the Council for another term as Secretary.

The President Elect position was opened to the floor for nominations. It was mentioned by Jennifer Kenny to please note that the candidates for President Elect must currently or previously have served as a member of the National Council. They will need to be fluent in both official languages. Should no one step forward, your Council will appoint a President Elect from the membership. No names were offered verbally or in the chat.

Council will appoint a President Elect from the membership.

The proposed Executive Committee of your National Council for 2022 are:

- Kathy-Lynn Shaw, President
- Jennifer Kenny, Past President
- Tanya Morose, Secretary
- Armaan Jhingan, Treasurer

**Approval to accept the Executive Committee for 2022.**

Motion to accept the Executive Committee as presented for the 2022 year.

**Motioned:** Judy Village

**Seconded:** Victoria MacDonald

54 votes in favour of accepting the Executive Committee as presented for the 2022 year and 1 abstained vote.

**Motion carried.**

**12. Other Business**

President Jennifer Kenny mentioned the by-laws require that any other business is to be brought forward before this meeting at least 30 days in advance of the annual meeting. No other business was received.



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### **Member Recognition**

Jennifer Kenny mentioned that a more formal recognition will be done electronically towards the end of 2021. Thanking Judy Village for serving two terms as President and the past year as Past President in 2021. Thanking the National Council and Executives as well for showing up, trying to keep the association moving forward. Thanking all the volunteers.

### **Kathy-Lynn Shaw shared questions from the Chat.**

**Question:** Paolo Naccarato questioned whether ACE and CCCPE meet in person at the AGM/conference, but ACE (used to) meet twice per year. I am aware that travel makes up a relatively large % of the budget. Is there a plan to meet in person once per year to keep expenses down in light of improvements in technology?

**Response:** Jennifer Kenny replied given there is still a lot of restriction with Covid we have not given it as much thought. We have not planned that far into the future Paolo, but I suspect we will plan for at least one meeting around a conference in person and depending on budget and travel costs are projected costs to make a decision based on that. It is still important to meet in person, we do get a lot more done in those in person meetings, and it's very difficult to coordinate longer meetings virtually. So those two-day meetings were important, but I think they will get voted on each year as the budget gets formed.

### **Kathy-Lynn Shaw shared comments from the Chat.**

**Comment:** François Taillefer mentioned that it costs about \$9,000 to meet in person.

**Comment:** Anne-Kristina Arnold reminded people one more time that they need poster judges for IEA and it is not a lot of work! Jennifer Kenny said to please contact Colleen Dewis if they would like to volunteer as they need about 20 volunteers.

**Question:** Nancy Black questioned whether some organizations explicitly welcome new members by name and with bio. Is that a possibility to ACE to increase visibility and sentiment of personal importance?

**Response:** Jennifer Kenny replied she thinks that is a possibility, I do believe we have been increasing a bit of the presence, with new members. But maybe we will look into doing something even more as the year progresses and get it ready for next year's new members.

### **Kathy-Lynn Shaw shared comments from the Chat.**

**Comment:** Vanesa Devries thanked the volunteers of the ACE student committee specifically Kim Meszaros and Daniel Armstrong for leading us.

**Question:** Peg Scherzinger questioned do you need to be an attendee to be a poster judge?

**Response:** Colleen Dewis replied yes, must be an IEA2021 attendee to be a judge. Jennifer Kenny suggested for Colleen to share her email address in the chat box for those interested in



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volunteering to contact her.

**Comment:** Rachel Michell mentioned that the new social media accounts that the CCCPE has, when we get successful applicants for AE and CCCPE, we are posting publicly congratulations to those folks so that they are recognized for their accomplishments.

**Comment:** Colleen Dewis mentioned she also tries to recognize anybody on their social media. Anybody getting articles published, be it in an academic journal or in other articles. Right now, in order to find those, we do need it to be already on social media, and we try to share as much as we can there.

**Comment:** Kathy-Lynn Shaw thanked Jennifer Kenny for leading us during this pandemic. We appreciate all your hard work to Jen, it is much appreciated!

### **13. Adjournment**

Jennifer Kenny thanked all those in attendance and the meeting was adjourned at 1:02pm EDT.

Motion to adjourn the 2021 Annual Meeting of the Members.

**Motioned:** Todd Hickey

**Seconded:** François Taillefer

**All in favour of adjournment.**

**Motion Carried**