



**Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie**

**Association of Canadian Ergonomists (ACE)**

**DRAFT Annual General Meeting Minutes**

The Banff Centre for Arts and Creativity

Kinnear Centre, 103

107 Tunnel Mountain Drive

Banff, AB, T1L 1H5

Monday, July 31, 2017

12:00pm

**Number of Voting Members in attendance: 47**

**By Proxy: 55**

**National Council:** Nancy Black, Jennifer Kenny, Emma Christensen, Karen Hoodless, Todd Hickey, Francois Taillefer, Lisa Luccarino, Patricia Hope, Paola Naccarato, Kristen Lepine dos Santos (ex-officio)

**1. Meeting Called to Order:**

- The President, Nancy Black, welcomed and thanked everyone for attending the 49th Annual General Meeting and called the meeting to order at 12:03pm.

**2. Confirmation of Delivery of Notice of Meeting & Quorum:**

- Nancy confirmed that notice of the meeting was duly delivered in accordance with the Bylaws. 47 members were present for the meeting and 55 proxies were assigned to different members, with quorum (20% of the voting members) being met for voting.
- Nancy reminded people who was allowed to vote, and that the meeting would be delivered in their language of choice (with translation option by cellular phone).

**3. Approval of Agenda:**

- Nancy asked if there were any amendments to the agenda and then confirmed the agenda for business as presented.

**MOTION:** To approve the agenda of 2017 ACE Annual General Meeting:

**Motioned by:** Paolo Naccarato

**Seconded by:** Isabelle Gagne

**All in favour.**

**Motion carried.**

**4. Approval of Annual General Meeting Minutes October 6, 2015 & October 18, 2016:**

**Annual General Meeting minutes**

- Nancy called for approval of the minutes that were sent to the members prior to the meeting, from the 2015 and 2016 Annual General Meeting minutes. She asked if there were any amendments:

**MOTION:** To approve the minutes from the 2015 Annual General Meeting of Members as presented:

**Motioned by:** Margo Fraser  
**Seconded by:** Shona Anderson  
**All in favour.**  
**Motion carried.**

**MOTION:** To approve the minutes from the 2016 Annual General Meeting of Members as presented:

**Motioned by:** Judy Village  
**Seconded by:** Carrie Taylor  
**All in favour.**  
**Motion carried.**

#### 5. **President's Report for 2017 was Presented:**

- Nancy reported major activities for 2017
  - The National Council met to create a new mission and vision statement, these will be seen shortly on the website.
  - Policies are being reviewed and updated, and procedures and policies are being created to make volunteer roles more efficient and clear.
  - ACE has been offering ongoing webinars for members. Nancy thanked the volunteer presenters.
  - Looking at options for longer webinars and continuing education options.
  - Active Task Forces and Committees were formed in 2017 and updates will be provided further on in the presentation.
  - Social media presence is being increased.
  - La programmation Francophone Committee has not been active, but there is a goal to develop this in 2018.
  - New Committees will be built out in 2018, the Board has been working on putting this structure in place.
- CSA Updates:
  - Nancy briefly mentioned the CSA updates in standards and noted and thanked the several ACE members that volunteer to put these standards in place.
- ACE Conference:
  - Next year's conference will have 4 co-chairs, two from ACE and two from CROSH, it will be in October in Sudbury. In the following year it will be in St. John's Newfoundland.
  - In 2021 ACE will join the IEA for their conference, and Ian Noy is the Chair.
- Nancy mentioned the staff at Managing Matters and outlined their participation, but also mentioned that the relationship will not be continuing beyond the end of September.
  - A request for proposals has been put out for a new association management company. These will be up on the website and are requested for distribution amongst the members.
- The Association Management Software provided by the company, Biz-Zone has had a number of issues. A Website Task Force was created by ACE to put

together a list of ongoing issues, and this was forwarded to Biz-Zonet to resolve, in order to move forward with the signing of the renewal cycle.

- In 2017, the Blog postings became available again.
- Each Region of ACE has had at least 3 events per year to encourage member engagement and learning.
- The new Ergonomics Canada Magazine is now available as of July 2017.
- The Student Engagement Task Force has been very active. Their recommendations were shared:
  - Develop informational resources independently and/or in collaboration with CCCPE.
  - Develop standardized marketing materials.
  - Model the HFES approach for enhancing student engagement (transitional associate membership, more networking and PD opportunities for students).
  - Establish regional student chapters or "meet-up" groups.
  - Recognition of status at conferences via name badges

Council accepted all of these and will consider implementation over the coming year.

- We have been working on member retention efforts, reaching out to lapsed members.
- New documents have been put together around discipline and code of conduct in our organization and more work will continue on this in 2018.

**6. The Secretary's Membership Report was presented by Jennifer Kenny:**

- The membership numbers were presented on the slides, per region. It was noted that there is a continual decline in membership. Currently there are 469 members.
- The secretary outlined the percentages and breakdown of member types
- Members: 383; Fellows: 9; Honorary fellows: 1; Affiliates: 20; Students: 66
- Geographically distributed: Atlantic: 26; Québec: 91; Ontario: 256; P&N: 44; BC-Y: 44; International: 8.

**The Secretary thanked the ACE Corporate Members:**

- Ergotech
- Entrac experts-conseils/consultants
- The Global Group
- ObusForme
- ergoCentric Seating Systems
- LIFEFORM Furniture Manufacturing Inc.
- CoreChair
- Fanshawe College

**7. The Treasurer, Emma Christensen Gave the Financial Report for 2016:**

- The financials were circulated prior to the meeting and it was noted that a full copy of the statements were available by contacting the ACE National office.
- Financial Review was performed by Peter Hogg for 2016.
- The major highlights of the financial review were covered by the Treasurer.

**8. The Financial Statements for the fiscal Year January 1, 2016 to December 31, 2016 were presented for approval. Appointment of Auditors for 2017-2018.**

The Treasurer requested a motion to approve Peter Hogg to be the auditor for the 2016-17 year:

**MOTION:** to approve the financial statements of 2016 as presented.

**Motioned by:** Peg Scherzinger

**Seconded by:** Natalie Carscadden

**All in favour.**

**Motion carried.**

**9. The President Announced Jim Potvin, President of CCCPE to Deliver the Report for the CCCPE:**

- The president announced the terms of the board and who would be outgoing. He mentioned that they would like some people from the West and another Francophone for the Board.
- Monthly Board meetings have been on schedule.
- Numbers of certificants have gone down from last year, which may be due to people thinking they were in good standing (and they are not).
- Jim reported numbers for new certified CCCPEs and AEs. Current totals are 171 and 11, respectively.
- Jim spoke regarding the Continuance of Certification process
- The website challenges were addressed, and the difficulty of renewing, or updating information.
- The goals of the Board moving forward are to increase the number of CCCPEs and AEs
- Successes this year:
  - Two membership votes were approved.
  - The first vote *updating the constitution* means
    - they can send votes out digitally and do not have to be ratified by ACE.
    - The second vote amends the educational requirements for CCCPE. Jim went over the high level changes, and mentioned that there would be a session at this conference about this.
  - The reinstatement policy was solidified.
  - The application fees were increased.
  - A Continuance of Certification coordinator was instituted to keep things moving smoothly.

**Question from Jocelyne Dube:** Do we know why some people are not renewing their CCCPE?

**Jim's answer:** This may be due to issues with the website, things are still under investigation, but we need to ask them.

**10. The President Invited the Secretary to Report on the Election of Council:**

- The call for nominations were issues for President-Elect (one year term, followed by 1 year term for President), as well as Secretary, which is a 2 year term. Both commence on January 1st, 2018.
- The secretary announced the 2017 ACE National Executive Council.
- The Regional Presidents were introduced.

The President reported that as no one came forward after the call, the National Council is in a position to appoint people to fill those spots. Those interested should come forward.

**11. The President Recognized the Various Committees for Their Roles and Their Hard Work:**

- **The Website Task Force:** To look at specific website content, link and other issues.
- **The Student Engagement Task Force:** Supported by 2 professors, to make sure students are heard and engaged. The President went over the recommendations proposed by the survey respondents and noted that all recommendations will be taken into account.
- The President mentioned that there are always opportunities for members to contribute to ACE.
- Current and former volunteers on ACE National Council were thanked for their contribution.

**12. Four bylaws revisions being proposed were summarised by the President:**

- **The first vote is to amend article 10.0 Changing the word 'ethics' to 'conduct'.**

**MOTION:** To approve the the vote to amend article 10.0 in the Bylaws as proposed.

**Motioned by:** Brenda Mallat

**Seconded by:** Jocelyne Dube

**# of Votes in favour:** 97

**Motion carried.**

- **The second vote concerns Quorum at members meetings, to change from 20% of voting members, to 10% of of voting members.**

**MOTION:** To change the required quorum number at member meetings from 20% to 10%.

**Motioned by:** Paolo Naccarato

**Seconded by:** Gina Vahlas

**# of Votes:** 86

**Motion carried.**

- **The third Vote is to add a Past-President advisory role to National Council.**
- The President discussed the specific changes to this Bylaw

**MOTION:** To add a Past-President advisory role to National Council.

**Motioned by:** Kirsten Willms

**Seconded by:** Natalie Carscadden

**# of Votes:** 102

**Motion carried.**

- **Article 18.3.3 What happens if the President-Elect resigns before finishing their term? What is being proposed is giving National Council the power to appoint someone immediately in order to provide the best continuity.**

**MOTION:** To allow National Council to appoint a President-Elect in the event that the current President-Elect resigns from their position before finishing their term.

**Motioned by:** Shona Anderson

**Seconded by:** Isabelle Gagne

**# of Votes:** 102

**Motion carried.**

**13. The President mentioned that no other business had been sent in advance by the members for discussion. No new business was brought to the agenda.**

- **Nancy asked if there were any questions with regard to the reports.**
- **Comment by Peg Scherzinger:** The webinars have been a real value add.
  - The President noted that webinars are always available to members as a recording.

**14. President noted that the Save-the-Date cards are in the delegate bags for next year's conference in Sudbury.**

**15. A special thank you was issued by the president to outgoing board members and certificates:**

- Bruno Farbos, Quebec Regional President (not present)
- Jennifer Kenny, Secretary
- Paolo Naccarato, Prairie and Northern Region President
- Nancy Black, President (moving to Past-President Role)

**16. Adjournment of Meeting at 1:04pm:**

- Nancy thanked everyone in attendance.

**MOTION:** that the Annual Meeting of Members for 2017 is now adjourned.

**Motioned by:** Jennifer Kenny

**Seconded by:** Paolo Naccarato

**All in favour.**

**Motion carried.**