



ASSOCIATION OF CANADIAN ERGONOMISTS
ASSOCIATION CANADIENNE D'ERGONOMIE

MEETING OF THE ACE NATIONAL COUNCIL

April 9, 2005
Ottawa (Prescott), Ontario

SAMPLE DRAFT MINUTES

Attendees: Natalie Carscadden, President (NC)
Benoit Giroux, Secretary (BG)
Stephen Jenkins, Treasurer (SJ)
Linda Sagmeister, Atlantic Region President (LS)
Margo Fraser, Executive Director (ex officio) (MF)
Mike Harnett, Alberta-NWT Region President
Aaron Miller, BC-Yukon Region President

Absent : Nathalie Perron, Quebec Region President (NP)

i. Call to Order 0900 EST

Agenda item	Discussion, Decisions and Action items
ii Approval of agenda	December expenses and new board mentorship added to agenda. <i>By unanimous consent, the agenda, as amended, was approved</i>
iii Approval of minutes of February 21, 2005	Moved and seconded that the minutes of the February 21, 2005 Council meeting be approved. <i>The motion was adopted.</i>
iv Welcome to new council members	On behalf of the National Council, NC, welcomed MH and AM as new Council members. MF confirmed that both had received the working documents for the current meeting.
v. Board Orientation.	MF reviewed the board manual, including roles and responsibilities, bylaws, policies, past meeting documents, strategic planning documents and recent ACE Press. It was suggested that a section on Member Services be added to the manual. <u>Action:</u> MF to provide list and description of member services for Council members to add to their manuals.



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vi. Office Management	On behalf of the National Council, NC welcomed MF as the new Executive Director of ACE. The development of the ace-ergocanada.ca site was announced. The site will allow National Council members to access meeting minutes and materials on-line.
vii. Other Business	MF asked if there were any outstanding expenses to come in from the December 2004 National Council meeting as adjustments would be needed to the audited statements if so. The board members reported that all expenses were in.
viii. Next Meeting	The next meeting was proposed for May 25 or 26, 2005, depending on NC's schedule. <u>Action:</u> MF to contact NC to determine if either date is available for her.
ix. Adjournment	The meeting was adjourned at 1745 EST