



MINUTES

Thursday, November 21st, 2019 - by teleconference

Present: Jerilyn, Mathieu, John, Philip, Sherry, Pam, Corinne

Regrets: Marcus, Pooyan

Note taker: Corinne

Jerilyn began the meeting shortly after 1 pm EST.

Approval of the Agenda

- ❖ Motion to approve the agenda, made by John, seconded by Mathieu. **CARRIED**

Approval of minutes of September 19th, 2019

- ❖ Motion to approve the minutes, made by Mathieu, seconded by Corinne. **CARRIED**

Business Arising & Updates

- AIRS Training Manual 2019 Approval - Jerilyn
 - Summary of changes and link to manual included in Board Meeting Package
 - Confirming that update/revision of Canadian version undertaken when AIRS release a new version
 - Indigenous section is Canadian only and remains the responsibility of IC
 - ❖ Decision to revise Indigenous section on a regular basis, independently of AIRS update
 - ❖ Motion to approve the updated Training Manual, made by Sherry, seconded by Mathieu. **CARRIED**
- AIRS Training Manual Translation Quote - Corinne
 - Quote doesn't include necessary work for formatting. Besides new materials, new language needs to be applied to existing material (e.g. new AIRS titles)
 - Corinne transferred existing work to John who confirmed his team can undertake the translation
 - ❖ Motion to approve Community Information Centre of Ottawa undertaking the translation; and Oakville Public Library funding the project, moved by Corinne, seconded by Philip. **CARRIED**
 - Corinne will communicate with John so Claudine may use translation memory system.
 - Corinne will communication with John Allec about the possibility to maintain a master editable version of Canadian version.
- Wordpress Invoice and New Website - Mathieu
 - The new website has never been completed (lack of time/resources, no formal vision re purpose and desired content). Questioning the value of pursuing this project and keep paying hosting fees, considering possible merger with InformOntario who has a better website.
 - Re John's example with ALS Canada/Ontario (included in Board Meeting Package), reaffirming the importance of leveraging existing work and relationships.
 - ❖ Decision to keep on hold pending future discussion with IO, as IO Board confirmed their intent to work with IC (possibly discounted dual membership). Make a decision before renewing hosting next year.
- Certification Commission Suggestions – InformCanada presence in Digital Badging Process - Jerilyn
 - On Jacky Roddy's suggestion, add IC name and link on page linked to Digital Badge.
 - Jerilyn will get in touch with Clive Jones

- AIRS Webinars, Fees - Jerilyn
 - For information, see *Webinars Cost Recertification* in Board Meeting Package.
 - Add to IC work plan an action item to inform members of training situation/possibilities
- AIRS Support - Jerilyn, Pam
 - Idea to get support from AIRS, as part of intention to leverage existing relationships/partnerships.
 - First step can be to invite Clive at IC Board meetings.
 - Include in IC strategic priorities
 - Jerilyn to communicate with Clive
- Approval of Membership Renewal Form/2020 Members Services - Jerilyn
 - ❖ Motion to approve both Membership Renewal Form and 2020 Members Services made by John, seconded by Philip. **CARRIED**
- ALS Ontario - Jerilyn, John
 - See in Board Meeting Package. Discussion deferred.

Financial Overview - John

- See in Board Meeting Package
- Nothing out of the ordinary. IC must be careful with funds.

Subcommittees

- Governance - John
 - No update
 - Jerilyn will include succession planning in the new year
- Strategy - Jerilyn
 - Discussion re new strategic priorities should occur in early 2020
- Membership and Engagement - Marcus
 - No update
- 211 Canada Leadership (Formerly 211 NSP) - Jerilyn, Pam
 - Subcommittee met in Edmonton last month.
 - 211Canada looking at leveraging IC capacity.
 - Connect this piece to Strategy and best way to use relationships/partnerships to advance
 - It is anticipated that future discussions with IO will drive priorities/strategy.

Other Items

- Jerilyn's grateful for Melanie's support and assistance preparing Board package.
- No financial resource available for additional administrative support.

Adjournment and Next Meeting

- ❖ Motion to adjourn the meeting made by Pam. **CARRIED**

Meeting adjourned shortly after 2 pm EST.

Next meeting: January 16, 2020.