Meeting Minutes

Date: March 24, 2021 Time: 1200 – 1330

Location: Zoom

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| Present: | Bill Gentles | David Chartash | Gad Acosta | Murray Rice |
| John Leung | Peter Austin | Mario Ramirez | Murat First |  |
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| Recorder: | Peter Austin |  |  |  |

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| **Agenda Item** | **Discussion / Outcome / Decision** | **Action** |
| 1. **Introductions**
 | * Attendees introduced themselves.
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| 1. **Agenda**
 | * No changes
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| 1. **Minutes**
 | * No changes
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| 1. **2021 Conference Post Mortem**
 | **Critical issues*** Budget
	+ All reimbursement and prize cheques have been processed and sent out
	+ The budget was discussed. A slight deficit was recorded for the conference.
* Conference attendance – the online conference had a broader reach compared to previous years, with attendees from Ottawa, BC,
* Survey response
	+ 1 vendor responded
	+ 30 attendees responded
	+ The group reviewed the survey results and respondent comments
	+ Kajal Madhusudan was chosen as the winner for the $100 prize
* Future Conferences
	+ The 2022 conference is scheduled for Feb 7-8 2022. Rooms are booked at Sick Kids.
	+ The group also discussed the format of future conferences – i.e. online, hybrid and in-person, smaller/more frequent.
	+ Future content (speakers/topics/themes) was also discussed
	+ A separate webinar with a panel on job-seeking skills was discussed
	+ Adeel suggested a panel on PM practices
	+ An attempt will be made to re-engage with the UofT program
	+ Surveying members regarding conference format was discussed
* Reminder to be sent out regarding accessing the conference website
 | **Bill****Peter****Murray Rice** |
| 1. **Strategic & Succession Planning**
 | * The group discussed succession of officers and current bylaws regarding governance. Bylaws to be amended to add the board positions of President-Elect and Past President for approval at next AGM.
 | **Bill** |
| 1. **New business**
 | * none
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| 1. **Next meeting**
 | * Wednesday, Apr 21, 2021, 1pm on Zoom.
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