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. |  |
| 1. **Agenda** | * No changes |  |
| 1. **Minutes** | * No changes |  |
| 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 |  |
| 1. **Next meeting** | * Wednesday, Apr 21, 2021, 1pm on Zoom. |  |