



**ORRA Board of Directors Meeting Minutes  
Friday January 13, 2017 from 8:30 a.m. to 10:30 a.m**

**Venue:** Halogen Software, Suite 100, 495 March Road, Ottawa

**Present:** Alex Bibeau, Irene Lis, Gina Maddalena, Alison Rae, Jennifer Rantz

**1. REVIEW OF LAST MEETING'S MINUTES**

<b>A. Outstanding Action Items from before Nov 4, 2016 meeting</b>	
<b>MEETING AGENDA TOPIC</b>	<b>STATUS / NOTES</b>
1. i. to iv. Roles and objectives will be confirmed once new BoD members understand current volunteer expectations and have reviewed recent survey results	<b>WIP</b>
<b>Action Item 1 - 11.4.16:</b> Jennifer to shorten volunteer JDs to one page each.	<b>WIP.</b>
<b>Action Item 2.i.c:</b> Gina and Mike to draft templates and guidelines re W@W <b>Action Item 3:</b> Gina to talk with Mike and W@W for list of members needing certification to decide on question re offering W@W courses	<b>WIP – to be completed by February 17, 2017</b>  <b>WIP - to be completed by February 17, 2017</b>
<b>Action Item 4:</b> Alex to “do the ask” and will follow up with Jennifer – <b>On Hold</b>	<b>WIP.</b> Jennifer has approached Hicks Morley as potential sponsor for Nov. event. She will approach Mercer & KPMG as needed and appropriate. <b>Action Item 2 - 11.4.16: Completed</b> Irene to pull first draft of sponsorship document that had multiple level options for review and use for AGM sponsors <b>Completed.</b> <b>NEW Action Item 1 - 01.13.17: - Alison to work with Michael Horne to review and adapt sponsorship model, approach and schedule.</b>
v. Bylaw revision – on hold	<b>On hold</b>
<b>2. Finance</b>	
<b>Action Items 6 for Alex:</b> i. Need to add “actual” columns. ii. Page 2: Update to remove Excel courses. iii. Page 3: Free passes to Total Rewards Conference are missing – to be added	<b>WIP</b>
<b>3. Marketing e</b>	
<b>Action Item 12:</b> Irene to draft a student outreach plan with Inoka and review with Gina. Inoka has not been available. Irene to draft a plan and review with Gina.	<b>Completed.</b> <b>NEW Action Item 2- 01.13.17 - Irene and Alison to develop schedule to reach out to schools and identify interested presenters (include Inoka and Helen Robert)</b>

<b>B. Updates from Nov 4, 2016 meeting</b>	
<b>MEETING AGENDA TOPIC</b>	<b>STATUS / NOTES</b>
<b>2. Finance update - Alex</b>	
<ul style="list-style-type: none"> <li>• Current chequing account balance = \$10.099</li> <li>• Bookkeeping is up to date</li> <li>• KPMG fees appear high at more than \$4k</li> <li>• ORRA now has a cost analysis template to use for events</li> </ul>	<p>Discussions:</p> <ul style="list-style-type: none"> <li>i. Need to achieve more than break-even results at events and secure event sponsors.</li> <li>ii. By-law language re audited books</li> </ul> <p><b>Action Items 3 - 11.4.16: WIP</b></p> <p>Alex will:</p> <ul style="list-style-type: none"> <li>a. Review NFP requirements re audited books</li> <li>Explore accounting fee options</li> </ul>
<b>3. Events Update - Jennifer</b>	
<ul style="list-style-type: none"> <li>• Jennifer is seeking input to 2017 planning via a brainstorming meeting. This includes starting to think about next AGM.</li> <li>• W@W for Nov 15 is in process</li> <li>• Comp event was successful: venue, presentations, feedback..</li> </ul>	<p>Board members have agreed to brainstorming breakfast meeting date for Friday November 18 at Chipworks.</p> <p><b>Action Items 4 - 11.4.16: Completed.</b></p> <p>Jennifer will</p> <ul style="list-style-type: none"> <li>a. Issue invite to brainstorming meeting to volunteers and members.</li> <li>b. Look into cost of breakfast from nearby venue versus having Board members bring coffee and food for participants.</li> </ul> <p><b>NEW Action Item 3- 01.13.17 - Jennifer to circulate minutes of Nov. 18 meeting to volunteers and Board.</b></p> <p><b>Action Item 5 - 11.4.16: Will not be completed.</b></p> <p>Dave will survey the members who did not attend the comp event.</p>
<b>4. Marketing Update</b>	
<ul style="list-style-type: none"> <li>• Review of by-laws re replacement for Dave</li> </ul>	<p><b>Action Item 6 – 11.4.16 – Completed.</b></p> <p>Dave will edit posting for Director Marketing position and post on ORRA website with November 11 deadline.</p> <p><b>Board Decision:</b> Appoint Alison Rae as interim Director of Marketing pending posting results.</p>
<b>5. New Business –.</b>	
<ul style="list-style-type: none"> <li>• Xmas volunteer event will be Thursday Dec. 8</li> <li>• ORRA should consider an event for unionized organizations</li> </ul>	<p><b>Action Item 7 – 11.4.16 – Completed.</b></p> <p>Board members to share ideas on venue and format by Friday Nov 11 to allow for planning.</p> <p><b>Action Item 8 – 11.4.16 – WIP</b></p> <p>Alec will enquire re speakers who are SMEs re union matters and total rewards</p>
<ul style="list-style-type: none"> <li>• Next Board meeting date in January 2017</li> </ul>	<p>Irene to issue Doodle invite - <b>Completed.</b></p>
<b>November 4 2016 minutes unanimously approved</b>	

## 2. AGENDA ITEMS FOR JANUARY 13, 2017 MEETING

MEETING AGENDA TOPIC	STATUS / NOTES
<b>2. Finance update - Alex</b>	
<ul style="list-style-type: none"> <li>• Current chequing account balance = \$10,077</li> <li>• Bookkeeping is up to date</li> <li>• KPMG fees appear high at more than \$4k</li> <li>• ORRA now has a cost analysis template to use for events</li> </ul>	<p>Discussions:</p> <ul style="list-style-type: none"> <li>i. Events need to generate money, with break even a minimum requirement</li> <li>ii. Need to look at increasing event fees</li> </ul> <p><b>NEW Action Item 4- 01.13.17 - Jennifer and Mike to review what other organizations charge and make recommendations</b></p>
<b>3. Events Update - Jennifer</b>	
<ul style="list-style-type: none"> <li>• Need to determine available funding for AGM in order to plan appropriately</li> <li>• Possible speaker: Olympian from Stittsville</li> <li>• February Social event: <ul style="list-style-type: none"> <li>○ options: Paint Nite, Pottery Nite, cooking class/dinner night</li> <li>○ members pay to participate (like any other ORRA event)</li> </ul> </li> </ul>	<p><b>NEW Action Item 5- 01.13.17 - Jennifer and Mike to explore and make recommendation</b></p>
<b>4. Marketing Update</b>	
<ul style="list-style-type: none"> <li>• ORRA needs to define membership categories</li> <li>• ORRA e-newsletter to be issued before the 30<sup>th</sup> of every month</li> <li>• Discussion on how to use social media, ie Facebook, LinkedIn, including whether to make LinkedIN a members only portal</li> </ul>	<p><b>NEW Action Item 6- 01.13.17 – Alison to obtain ORRA member list and review currency</b></p> <p><b>NEW Action Item 7- 01.13.17 – Alison to contact Toronto /GTRA regarding their new Social Media strategy</b></p>
<b>5. New Business –.</b>	
<ul style="list-style-type: none"> <li>i. Student outreach program</li> <li>ii. Telfer update - what events are happening that we need in our calendar?</li> <li>iii. Sponsorship plan for events - if we do a wine and cheese social could we ask Mercer to sponsor?</li> <li>iv. Recurring BoD meetings, ex. 2<sup>nd</sup> Thursday in alternating months?</li> <li>v. W@W Membership Management Program</li> <li>vi. BoD position vacancies to be filled at AGM: President, Director of Marketing</li> </ul>	<ul style="list-style-type: none"> <li>i. Already discussed. See above.</li> <li>ii. WIP</li> <li>iii. Already discussed. See above</li> <li>iv. <b>Board Decisions:</b> <ul style="list-style-type: none"> <li>a. <b>BoD meetings will take place on the 3<sup>rd</sup> Friday of every second month</b></li> <li>b. <b>Volunteers are invited to most BoD meetings</b></li> </ul> </li> <li>v. <b>NEW Action Item 8- 01.13.17 -Gina and Alison to discuss</b></li> <li>vi. <b>NEW Action Item 9- 01.13.17 – Irene (?) to post President and Director of Marketing vacancies on ORRA website and e-newsletter</b></li> </ul>
<b>6. Close</b>	
<ul style="list-style-type: none"> <li>• Next Board meeting date: Friday March 17, 2017</li> </ul>	