

Executive Board Meeting

Date: March 19, 2009

Location: Barrie, Ontario

Time: 16:30 – 18:30

Attendees: Pat Sylvain (Past President), Heather Craig (Secretary), Pam Muma (Treasurer), Sue Krueger (President), Sally Mills (President-Elect)

Guests: Shirley Yuen

1. Call To Order – Sue Krueger called the meeting to order at 16:30.
2. Approval of Agenda & Additions – Sally Mills made a motion to approve the agenda as altered. Seconded by Pam Muma.
3. 2009/10 Budget – The 2009/2010 budget was reviewed and adjusted. Pam made a motion, Sally seconded. Approved deficit budget unanimously.
4. Bond Executive – Membership Database, Sue Krueger and Pat Sylvain participated in a Bond Executive Office webinar proposal for the OSNM website to alter the service Contact/Associate Mgmt System. Sue and Pat agreed this system would make the site more user friendly, allowing members to update their profiles, Chat room and conference call access. Future plans might include, live chat rooms and would allow for online payments of fees, and renewals. Development costs are \$3000.00. Pat Sylvain made a motion to have these costs added to the 2009-2010 budget. Seconded by Pam Muma.
5. Accountability Framework- S.Walker (strategic planning) – Sue Krueger and Pat Sylvain shared the following synopsis with the board regarding strategic Planning. – Susan Graham Walker will be coming to the Executive Meeting (TBD) to discuss the strategic advancement of the OSNM. Susan Graham Walker's initial meeting is complimentary, during this meeting Sue Krueger will advise the availability of \$1500 to move forward with the Strategic Planning process. Sally Mills made a motion to add these costs to the 2009-2010 budget. Seconded by Heather Craig.
6. Corporate Membership – Pat Sylvain spoke to Sherry Campbell to request a mock up of a corporate membership package prepared. The package would be sent to Chains, Corporations, and Regional Organizations. The board unanimously voted to postpone the development of this package for one year, due to financial obligations and declining recession. Pat Sylvain suggested that we forward a letter of introduction to all chains, organizations, and corporate dietitians regarding the OSNM. Pat Sylvain will draft such letter, and include a copy of the most recent Trillium newsletter in an OSNM folder as part of the mailing.

7. Professional Article - Pat Sylvain has obtained a proposal prepared by Heather Urquhart for the completion of professional articles for the inclusion in the Trillium newsletter. Sue Krueger discussed the costs contained in the proposal. Heather Urquart will work in direct contact with Barb Cockwell (Public Relations rep.)
Sally Mills made a motion to have \$1000 added to the 2009-2010 budget for the professional services offered by Heather Urquhart. Seconded by Heather Craig.
8. Template for monthly reports – Sue Krueger will design, a report template to be completed by all Chapter and organization reps.
9. Requests/comments from Dianne Bruce – Symposium brochures – please review the information located on the reverse of the tear off section of brochures, to ensure that it is not important information which might require future review. Chapter Rebates: Dianne requested that the deadline for double chapter education points for bringing in additional new members be extended to allow for time to complete the task. – The board voted unanimously to decline this request.
10. Non OSNM members – waive administration fee for entry – Sally Mills made a motion that for any Non OSNM member who completes an OSNM Membership application form during the Spring Symposium event will have their entry administration fee waived. Seconded by Pam Muma.
11. Companion program – Dianne Bruce put forward a recommendation for consideration to expand our programs to offer pricing for companions. The board discussed having a phrase listed stating – Companions Welcome as space available, rates will be Non Member rate for conference/event attendance or cost of activity.
12. Skype – Video conference and conference calls - Pat Sylvain will provide the executive with further information, and the opportunity to trial the program.
13. Education – Sue Krueger opened a discussion related to the ability and accessibility of educational opportunities for members to obtain their required education points. Pat Sylvain will review opportunities for expansion of online Educational opportunities with Catha McMaster.
14. Pat Sylvain made a motion to adjourn the meeting at 18:30pm. Seconded by Heather Craig.