

DRAFT MINUTES OF A CDA-ACB BOARD OF DIRECTORS MEETING
December 14, 2023, via Teams

PRESENT:

Éric Péloquin (President)	Julia Hiscock (Vice-President)	Mohammad (Mamun) Al-Mamun (Secretary-Treasurer)
Michael Cyr (Past President)	Mohanath Acharya (AB)	Jeremy Bruce (BC)
Alex Campbell (NS)	Brent Craig (ON)	Brian Earl (MB)
Michel Julien (Director at Large)	Darryl Kenney (Terr.)	Catherine Lajoie Filion (QC)
Benjamin McGuigan (NB)	Sterling Parsons (NLD)	Marc Smith (Director at Large)

STAFF:

Don Butcher (Interim Executive Director)	David Petrie (Operations Manager)	Jackie Willmore (recorder)
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REGRETS:

Allison Ruecker (SK)

ITEM	MINUTES	RESPONSIBLE
1.0 CALL TO ORDER	E. Péloquin called the meeting to order at 1:04pm ET.	
2.0 AGENDA	<p><u>2.1 Approval of Agenda</u></p> <p>B. Craig requested that item 8.2.2 be removed from the Agenda.</p> <p>Motion 01: Moved by B. Crieg and seconded by M. Cyr: Be it resolved that the Board approves the meeting agenda as amended.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
3.0 MINUTES	<p><u>3.1 Approval of Draft November 23, 2023 Board Meeting Minutes</u></p> <p>The Board reviewed the minutes of November 23, 2023.</p> <p>Motion 02: Moved by M. Smith and seconded by M. Al-Mamum: Be it resolved that the Board approves the minutes of the November 23, 2023 meeting, as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>	
4.0 BOARD ACTION LIST	<p><u>4.1 Update to Board Action Items</u></p> <p>The Board reviewed the action items, noting the following updates/changes:</p> <p><i>Meeting November 23, 2023</i></p> <ul style="list-style-type: none"> 5.3 – The Onboarding Session has taken place, so this item can be removed 7.2 – J. Bruce confirmed the first meeting of the Guide to Operations Review Task Force had been scheduled and taken place, so this item could be removed <p><i>Meeting October 20-21, 2023</i></p> <ul style="list-style-type: none"> 14.2 – B. Craig noted the 2024 conference budget was included in this meeting, so this item could be removed 	
5.0 PRESIDENT & EXECUTIVE COMMITTEE UPDATE	<p><u>5.1 Appointment of Interim Executive Director and Quality Manager</u></p> <p>E. Péloquin confirmed that Don Butcher had been hired as the Interim Executive Director, and Clare Raska had been hired as the Quality Manager. D. Butcher confirmed he had been the Executive Director for CDA in the past, and would be stepping in until the Task Force determines the best path forward for CDA.</p> <p><u>5.2 Quick Reference Guide</u></p> <p>E. Péloquin reviewed the updates to the Quick Reference Guide with the Board. Changes made and updates needed were noted:</p> <ul style="list-style-type: none"> The Risk Register was added as a calendar item for the July Board meeting 	

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	<ul style="list-style-type: none"> • The date of the ICOLD MoU should be updated to July 2023-July 2026 • The listing for the South Korea MoU should be removed • J. Willmore will follow up with Richard Gervais to confirm upcoming Bulletin deadlines, and update the guide accordingly • The USSD MoU end-date is approaching – M. Smith will follow-up with M. Cyr for more information on it, and start the process to renew it • The Regulations of Dams Chair should be updated to Javid Iqbal • The Board Liaison for Communications Committee should be updated to B. Craig <p><u>5.3 Onboarding Session for new Board – Feedback</u></p> <p>D. Petrie reported that the Onboarding Session for new Board members had taken place on December 6th, and all new Board members had been in attendance. It was confirmed there had not been time to finish the session, and a second date and meeting invite had been scheduled for December 20, 2023 at 1:00 pm ET.</p> <p>D. Kenney noted he did not have the meeting in his calendar. D. Petrie will send him the meeting invite.</p>	<p>J. Willmore J. Willmore J. Willmore</p> <p>M. Smith</p> <p>J. Willmore J. Willmore</p> <p>D. Petrie</p>
<p>6.0 ADMINISTRATIVE UPDATES</p>	<p><u>6.1 Regional Director Follow-Up</u></p> <p>It was confirmed that the Regional lists of lapsed members had been sent to the Regional Directors with the email template and CDA signature template.</p> <p>B. Earl noted there were some on the list that had attended the conference, and questioned if they should have been added as members. J. Willmore will confirm with Rachel and Liz if any of the lapsed list should be members from the conference.</p> <p>J. Bruce noted there had been some bouncebacks, and asked if they could collect secondary email addresses. Ther Executive will look into this.</p> <p><u>6.3 Webinar Non-Member Registrants & membership status</u></p> <p>D. Petrie provided an overview of the comparison chart, noting that a direct link between webinar dates and membership could not be drawn. He confirmed there had been 19 events over the year, with a total of 102 people that joined over the year that attended a webinar, and 80% of webinar attendees are Non-members. He noted that just over 1900 Non-members attend the webinars and not join as members.</p> <p>M. Al-Mamun noted CDA currently provides the webinars for free, and suggested they start charging for them. It was noted this would need to be decided by the PD Committee or Board, and there had been resistance to charging a fee previously. Suggestions and considerations to note:</p> <ul style="list-style-type: none"> • D. Butcher suggested a stronger emphasis on reaching out to webinar attendees to promote membership and the benefits of CDA to non-members. • Could consider charging only non-members for webinars to promote membership • Webinar recordings could be posted on the Members’ Only section of the website <p>E. Péloquin requested A. Campbell to bring this item to the Membership Committee for consideration.</p>	<p>J. Willmore</p> <p>Executive</p> <p>A. Campbell</p>
<p>7.0 TASK FORCE UPDATES</p>	<p><u>7.1 Guide to Operations Review Task Force</u></p> <p>J. Bruce confirmed an initial meeting had taken place the previous week, with another set for January to discuss suggestions.</p> <p><u>7.2 EDI Task Force</u></p> <p>This item is deferred to the January meeting.</p> <p><u>7.3 CGS Task Force</u></p> <p>S. Parsons confirmed a meeting had been held on November 9th, noting:</p>	

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	<ul style="list-style-type: none"> Those attending included the CGS President, Executive Director and Administrator, and S. Parsons, B. McGuigan and J. Willmore Discussed the possibility of cross-promoting webinars and publications, and ability to attend CGS's lecture tours Both CDA and CGS agreed that a joint conference could be possible in the future (not before 2028), but should start smaller first A suggestion for a smaller collaboration included a smaller joint conference in the Spring, with a tentative theme on Climate Change <p>He confirmed they will try to meet again in January.</p>	
8.0 COMMITTEE ACTIVITIES	<p><u>8.1 International Committee</u> <u>8.1.1 CanExport Application</u> M. Smith reviewed the summary page and packages noted in the draft, noting:</p> <ul style="list-style-type: none"> Package 5 (NELSAP Activity 1) is at no cost to CDA The total CDA cost estimate to CDA was \$35,280.77. M. Smith will discuss with the International Committee and send updates in the next few days The CanExport application covers the period from April 1st 2024 to March 31, 2025 which covers two CDA fiscal years The maximum amount that the CanExport program can cover is \$250,000 <p>It was confirmed the meeting had been set for January 8th to review and approve the final CanExport Application, and quorum was expected.</p> <p>M. Smith will send the updated CanExport Application to J. Willmore to distribute to the Board in advance of the meeting.</p> <p><u>8.2 Communications Committee</u> <u>8.2.1 Committee Chair resignation</u> B. Craig reported that Merry Dang had stepped down as Chair, and Margaret Whidden had stepped down as Vice-Chair, noting:</p> <ul style="list-style-type: none"> Merry had attempted to recruit a new Chair within the Committee, but had not had any luck The rest of the Committee will still function Richard Gervais wants to retire in June <p>It was confirmed the priorities for the Communication Committee were, in order:</p> <ul style="list-style-type: none"> Secure a Chair Find an Editor to replace Richard Gervais Naylor RFP <p>B. Craig requested the Board to let him know if they had any suggestions for a new Chair for the committee.</p> <p><u>8.3 Dam Safety Committee</u> <u>8.3.1 Next Generation Guidelines</u> E. Péloquin confirmed the White Paper had been circulated to the new Board members. The Board was reminded to send any comments to him.</p> <p><u>8.4 Membership Committee</u> A. Campbell confirmed the committee was working on:</p> <ul style="list-style-type: none"> Reviewing the proposal for the Retired Member category <ul style="list-style-type: none"> They are seeking further clarification on what is needed to push this forward. E. Péloquin will follow up on this. He confirmed the category was an opportunity to involve retired members who were not working for a company, and further clarified the 15 hours noted on the proposal submitted were per week. 	<p>M. Smith</p> <p>M. Smith / J. Willmore</p> <p>Board</p> <p>Board</p> <p>E. Péloquin</p>

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	<ul style="list-style-type: none"> Potential organization discounts or group memberships <ul style="list-style-type: none"> This is in discussion phase Volunteer Task Force <ul style="list-style-type: none"> The Task Force has recruited one volunteer, and are looking for another 2-3 Their next meeting is in January <p><u>8.7 Francophone Committee</u></p> <p>C. Lajoie Filion provided an update for the committee, noting:</p> <ul style="list-style-type: none"> The last RDV Franco event had about 100 people The Student Association of the Polytechnique will be holding a happy hour on January 18th in Montreal for the Mining and Mineral department. Marie-Philippe and C. Lajoie Filion will attend and present on behalf of CDA She confirmed the November Tailings event had not been recorded, but it could be translated and ready for the Spring <p><u>8.6 Conference Updates</u></p> <p><u>8.6.1 2023 Winnipeg Conference De-brief</u></p> <p>B. Earl shared the 2023 Conference results with the Board, noting:</p> <ul style="list-style-type: none"> Attendance of 485, over the budgeted 480 They were \$10,000 over hours in planning Show services was under-budget, they had received a discount on F&B, and were \$10,000 under-budget on internet/website/software They saved costs by moving the Gala to the MET Workshop expenses were doubled, but balanced by revenue. 213 workshop registrations Sponsorship was lower than budgeted, but still the highest sponsorship amount to date Received a kickback from Tourism Winnipeg Conference resulted in \$272,000, over the expected \$190,000 <p><u>8.6.2 2024 Conference budget</u></p> <p>B. Craig shared a preliminary draft of the 2024 Conference budget with the Board, noting:</p> <ul style="list-style-type: none"> It was based on attendance of 450 They were investigating ways they can save money The conference goal is \$200,000 <p>B. Craig confirmed that ICOLD had changed the date of their conference to immediately follow the CDA conference. He confirmed the dates of the CDA Conference would not change, but this may result in less international delegates.</p> <p><u>8.6.3 2026 Conference location</u></p> <p>Deferred to January meeting.</p>	
9.0	<p><u>Regional Directors' Reports</u></p> <p><u>9.1 Nova Scotia</u></p> <p><u>9.2 Manitoba</u></p> <p><u>9.3 Saskatchewan</u></p> <p>Deferred to January 8th meeting</p>	
15.0 OTHER BUSINESS	There was no other business discussed.	
ADJOURNMENT	E. Péloquin thanked everyone for participating today. There being no further business, the meeting adjourned at 3:07pm ET.	