

**Board Meeting
December 14,
2023**

Meeting	Item	Action	Responsible	Timeline	Status
12/14/2023	5.2	M. Smith will follow-up with M. Cyr for more information on the USSD MoU, and start the process to renew it	M. Smith	January 2024	
12/14/2023	5.3	D. Petrie will send D. Kenney the meeting invite for the Onboarding Session	D. Petrie	December 14/15, 2023	Completed
12/14/2023	6.1	J. Willmore will follow-up with Rachel and Liz to confirm if there was anyone on the Lapsed Member list that should have been added as a Member with their conference registration	J. Willmore	January 2024	Completed
12/14/2023	6.3	A. Campbell will bring back to the Membership committee to discuss how they can use webinars to promote CDA membership	A. Campbell	January 2024	
12/14/2023	8.1.2	M. Smith will send the updated CanExport Application to J. Willmore, who will send it to the Board in advance of the January 8th meeting	M. Smith / J. Willmore	January 2024	Completed
12/14/2023	8.2	Any Board members with a suggestion for a new Communications Committee Chair to advise B. Craig	Board	January 2024	
12/14/2023	8.4	E. Péloquin will follow-up with A. Campbell to confirm the information required in order to move the Retired Member category proposal along	E. Péloquin	January 2024	
11/23/2023	4.1	Board to review Action items and advise J. Willmore of any updates	Board	Ongoing	
11/23/2023	5.1(a)	J. Willmore will send a list of lapsed members sorted by region and a template email for Regional Directors to follow up with	J. Willmore / Regional Directors	December 2023	Completed / In progress
11/23/2023	5.1(b)	J. Willmore will send out the meeting invites for 2024 to the Board	J. Willmore	November 2023	Completed
11/23/2023	5.1(c)	Executive to discuss location for May in-person Board meeting	Executive	December 2023	
11/23/2023	5.1(d)	Executive to discuss Risk Register at next meeting, and determine where it should appear in the Board calendar	Executive	December 2023	
11/23/2023	5.1(e)	Board to review their contact information in the Quick Reference Guide, and advise J. Willmore of any changes	Board	December 2023	
11/23/2023	5.1(f)	J. Willmore will reach out to B. Craig to determine if he was willing to be the contact for OWA until an Executive Director can be secured	J. Willmore	December 2023	In progress
11/23/2023	5.1(g)	Executive to review and confirm further action on updated contract for Ken Cain at next meeting	Executive	December 2023	
11/23/2023	5.1(h)	E. Péloquin will follow up with M-H. Briand regarding the Member Value Task Force	E. Péloquin	December 2023	
11/23/2023	5.2(a)	S. Parsons will review the ToR for the EIC Investment Advisory Committee to see if it would be a good fit, and confirm with the Board	S. Parsons	December 2023	
11/23/2023	5.2(b)	A. Campbell will follow up with the CDA PD Committee to see if anyone would agree to be the CDA representative for the EIC Technical Development Committee	A. Campbell	December 2023	
11/23/2023	5.2(c)	D. Petrie will check the bylaws regarding CDA representation on EIC committees	D. Petrie	December 2023	
11/23/2023	6.1	M. Al-Mamun will check the budget and confirm where CDA membership stands compared to the budget.	M. Al-Mamun	December 2023	
11/23/2023	6.3(a)	D. Petrie confirmed he will provide a report on the Webinar Non-Member registrants vs membership status at the December meeting	D. Petrie	December 2023	
11/23/2023	6.3(b)	E. Péloquin will share the strategic plan with C. Lajoie Filion.	E. Péloquin	December 2023	
11/23/2023	8.5.1	J. Willmore will send the White Paper document to the new Board members	J. Willmore	December 2023	Completed
11/23/2023	8.7	C. Lajoie Filion will follow up with Louise-Philippe and the MDC Chair regarding training for tailings management	C. Lajoie Filion	December 2023	
11/23/2023	8.8.1	B. Earl will provide final revenue and expenses for the 2023 Conference at the December Board meeting	B. Earl	December 2023	

**Board Meeting
November 23,
2023**

Board Meeting October 20-21, 2023	10/20-21/2023	5.3	The Executive will work on a Board Calendar to present to the Board	Executive	December/January 2023	In progress
		5.4	Schedule and present Onboarding Session for new Board members (and returning)	Office	December 2023	In progress
		6.1(b)	Provide analysis of webinar registrations (in terms of how many registered as non-members and are now members)	J. Willmore	December 2023	
		6.1(c)	Look into other organizations that have done hybrid conferences	D. Kenney	December 2023	
		8.1(a)	Schedule a meeting with Communication Committee Chairs and Naylor to better understand their priorities and deadlines to determine how to proceed (B. Craig to bring this back to the Committee as well)	Executive / B. Craig	December 2023	
		8.2	Comments requested on white paper for the Dam Safety Guidelines	Board	November/December 2023	
		8.3(a)	Discuss the Francophone student competition request with the H&A Committee	J. Bruce	November/December 2023	
		8.3(b)	Schedule a meeting with the Francophone Committee regarding the recommendations noted in their report	Executive	December 2023	
		8.3(c)	Email the Francophone committee a recap of the discussion on finding a replacement for Bulletin Editor to see if they have any suggestions	E. Péloquin	November/December 2023	
		8.5	Follow-up to determine if transfers to EIC have been happening	Finance Committee		
		8.6	Review the previous safety plan with the International Committee to determine what is currently in place, and what needs to be added	M. Smith		
		8.7.1	Follow up with the Membership Committee to request further information in the Retired membership category proposal	A. Campbell	December 2023	
		8.8	Reach out to Greg Noack to confirm if he is CDA's current representative on MAC and if he wants to be involved in a formal collaboration	M. Julien	December 2023	
		8.9	Reach out to the PD Committee to request the International Committee PD be included in their plan	M-H. Briand	December 2023	
		8.11	Work on Strategic plan for Winter 2024 and bring the draft to the Board for review	Strategic Planning Committee	February 2024	
		9.1(a)	Will follow-up with new employee of Yukon Energy to ask if they want to join the EDI Task Force	D. Kenney	November/December 2023	
		9.1(b)	Send more information on the EDI objectives to J. Iqbal	M. Cyr	November 2023	
		14.3	Present the 2025 Conference theme to the Board	A. Ruecker	April 2023	
		14.4	Reach out to the New Brunswick and Nova Scotia Directors to see if a Conference Chair could be secured for the 2026 Conference	Executive	December 2023	
		15(a)	Look into how information is provided (in terms of buckets and revenue streams) to see if they can present a clearer picture in terms of where revenue comes from	Finance Committee	December/January 2023	
Board Meeting September 28, 2023		15(b)	Follow up with the MDC on what information they would like to see regarding what composition of membership and further breakdown they are looking for information on	M. Julien	December 2023	
		15(c)	Review possibility of doing a hybrid conference	Conference Committee	Future meeting	
	9/28/2023	8.3.1	Board to review the Next Generation Guidelines white paper and provide any comments to É. Péloquin	Board	By October 20, 2023	
Board Meeting August 24, 2023	8/24/2023	5.1	M. Cyr and M-H. Briand will review the Board Task Groups section of the Quick Reference Guide, and advise Jackie if there should be any changes	M. Cyr / M-H. Briand	By September 28, 2023	
	8/24/2023	7.2 (b)	Any Board member that had not sent Eric their SWOT analysis was requested to send it to him as soon as possible	Board	as soon as possible	
Board Meeting July 20, 2023	7/20/2023	6.3(a)	Check with the membership coordinator to confirm if any on the Board had not renewed.	Office	By August 24, 2023	
	7/20/2023	7.3.2(a)	A. Campbell will bring the suggestion of succession planning and committee rotation to the Volunteer Task Force for discussion.	A. Campbell	By August 24, 2023	

Board Meeting May 12-13, 2023, in-person	5/12/2023	5.6	Form a Task Force to investigate ways of increasing CDA's volunteer capacity and of connecting prospective volunteers with committees, working groups and other bodies in CDA, and to present recommendations on so doing to the Board	Board	By June 22, 2023	In progress
	5/12/2023	6.1	B. Craig will share the social media stats with the Communications Committee, and bring the suggestions back to the committee for discussion	B. Craig	By June 22, 2023	
	5/12/2023	6.5	Advise what is being done for membership, and what is noted on the website for membership	Office	By June 22, 2023	
	5/12/2023	6.6	Treasurer to confirm if there is budget for SharePoint update	N. Gautam/(M. Al-Mamun)	By June 22, 2023	In progress
	5/12/2023	7.5(c)	Follow-up with the working group established under the Finance Committee that was examining sources of revenue for suggestions	N. Gautam/(M. Al-Mamun)	By June 22, 2023	
	5/12/2023	8.4.4(c)	M. Smith will provide examples of the issues in the shell and translations for consistency	M. Smith	By June 22, 2023	
Board Meeting March 16, 2023, via Teams	3/16/2023	7.1(a)	Review the investment suggestions and make recommendation to the Executive	Finance Committee	By April 13, 2023	
	3/16/2023	7.1(b)	Submit outstanding committee budget requests by Sunday, March 19th	Committee Liaisons	By March 19, 2023	
	2/16/2023	7.2	Send the list of lapsed members in Excel format to Regional Directors. Regional Directors to follow up with lapsed members, and reach out to L. Trahan if they need a template for reaching out to lapsed members.	ACI / Regional Directors	By March 16, 2023	Completed / In progress
Board Meeting February 16, 2023, via Teams	2/16/2023	9.2	Reach out to M. Al-Mamun regarding planning and funding of a trivia night event for the Nova Scotia region	A. Campbell	By March, 2024	In Progress
	2/16/2023	4.1.1	Follow up with Membership Committee on Regional Directors WG	M. Cyr	By Mar. 31, 2023	
	1/19/2023	6.1	Identify unrenewed Corporate and Sustaining member contacts and reach out to them about renewing	Regional Directors	By Feb. 16, 2023	
Board Meeting January 19, 2023, via Teams	1/19/2023	4.1.1	Organize meeting on MAC/CDA relationship	M. Julien	By Feb. 16, 2023	
	12/8/2022	7.6	Follow up with committees to prepare balance-of-year projection	N. Gautam	By Feb. 16, 2023	In progress
Board Meeting December 8, 2022, via Teams	10/14/2022	5.1	Consider whether the disclaimer sufficiently addresses the risks of legal action as part of the risk register review	M. Cyr	By June 2023	
	10/14/2022	6.1	Follow up with unrenewed Individual members using template eblast	ICOLD Director, Regional Directors	By November 30	Completed by BC, MB, NL, NS, SK, ICOLD
	10/14/2022	6.1	Provide update contacts for Corporate/Sustaining members to L. Trahan	All	Feb. 16, 2023	
Board Meeting October 14-15, 2022 In Person	10/14/2022	7.3	Suggest a meeting between the Francophone Committee and the Executive to discuss when the committee needs Board approval for actions	E. Pélouquin	Feb. 16, 2023	
	10/14/2022	7.6	Draft one-page guideline on what content development expenses for webinars can be covered by CanExport	M. Trias	Feb. 16, 2023	
Board Meeting October 27, 2020	10/27/20	20-10.03 b	Media response plan (being proactive in responding to dam safety incidents) to be discussed by the Executive and brought forward to a future Board meeting	M. Cyr		Discussion by the Executive
Board Meeting March 23, 2021	05/26/20	20.05-04 b	Develop understanding of when committees are underbudget one year due to uncompleted budgeted projects and funds are rolled over/required in the next fiscal year	N. Gautam		In progress



ONGOING ACTION ITEMS - DIRECTORS

Meeting	Task	Responsibility
May 12-13, 2023	Any award submissions on behalf of CDA should be approved by the Executive before submission	All
	Regional Directors to think of events they can do in their regions.	Regional Directors
	The translators should be added to the acknowledgements	Board Liaisons to technical committees preparing documents
	M. Cyr to obtain EIC's committee ToRs, Board to review and determine who would be a good fit as a CDA representative on the committees	M. Cyr/Board
16-Mar-23	Regional Directors to reach out to their jurisdiction to determine if there is interest holding a workshop in their area	Regional Directors
1/19/2023	Advise Executive of workshop opportunities	Regional Directors
17-Feb-22	Advise authors of Bulletin articles of 2,500-word maximum length	Regional Directors
17-Feb-22	Advise committees wishing to do surveys: * The Board must be informed of surveys * They must advise J. Willmore of the proposed timing of surveys * They must send surveys to J. Willmore for translation and to D. Petrie to be posted to SurveyMonkey	Board Liaisons
17-Feb-22	Update J. Willmore following each meeting regarding Board Action Items	All
16-Dec-21	For Bulletin magazine regional content submission ideas, contact M. Whidden or review past issues	Regional Directors
22-Jul-21	Encourage committee chairs to invite their strategic planning liaisons to committee meetings	Board Liaisons: COMPLETE - Bd Nominations, DSC, PD. H&A
	Ensure SP Committee liaisons keep strategic plan on other committee's agendas	Strategic Planning Committee Chair
	SP Committee to act as coordinator of inter-committee tasks	Strategic Planning Committee Chair
22-Jun-21	Remind committees to consider revenue generating opportunities	Board Liaisons
20-May-21	Advise the CDA President of committee items requiring Board attention	Board Liaisons
23-Mar-21	Update Staff on Action Sheet items that are in progress or completed	All
25-Feb-21	Send reminders to the Regional Directors 3 months in advance of their reports' due dates.	R. Gervais/M. Whidden
12-Jan-21	Board meeting package to be distributed one week ahead of the meeting.	Staff
	Schedule meetings closer to monthly with target duration of 2 hours.	President
	Look for committee items to report to the Board.	Board Liaisons
27-Oct-20	Executive to continue to update the risk register.	M. Cyr
24-Jan-20	Share copy of Regional Directors' guidance with potential Regional Director Candidates.	Board Nominations Chair



ONGOING ACTION ITEMS - STAFF

Meeting	Task	Responsibility
22-Jun-23	Minutes to be circulated to the Board a week in advance of the meeting for review and changes.	J. Willmore
May 12-13, 2023	Any award submissions on behalf of CDA should be approved by the Executive before submission	All
14-Oct-22	Determine need of Directors for CDA e-signatures and provide e-signatures as requested	J. Willmore
23-Sep-21	Circulate the Action Sheet in Excel format	D. Petrie
22-Jul-21	Post strategic plan master plan document as updated by the committee to CDA VBR	D. Petrie
22-Jul-21	Provide conference registration report to Board monthly starting in June	J. Willmore
12-Jan-21	Board meeting package to be distributed one week ahead of the meeting. Minutes to be done within two weeks of meeting date. Provide membership reports annually in November showing: breakdown by province; current month/same month prior year; 3-5 year trend analysis; new members; graphic representations. Provide list of non-renewed members to Regional Directors for follow-up in November. Forward USSD emails to Directors for feedback on sharing eblasts	J. Willmore J. Willmore J. Willmore J. Willmore J. Willmore; all to provide feedback
26-Jun-20	Ensure non-member webinar registrants are entered in the database.	Staff - the only role of staff is to encourage all non-member inquirers to create a profile in the database for each registrant for a webinar. Non-members are apt to try for a short-cut/ email staff in order to short-cut this step.