



Glass & Architectural Metals Association

C/O Calgary Construction Association

2725-12 Street N.E. Calgary, Alberta Canada T2E 7J2

EXECUTIVE MEETING AGENDA

Date:	Thursday December 8, 2022
Time:	4.30 pm
Location:	<u>Microsoft Teams</u>
Members:	President Whitney Wilson
	1st Vice President
	Past President John Murphy – not in attendance
	Director at Large Rachel Walker
	Secretary Payton Eldridge – not in attendance
	PGAA Gary Porter
	CCA Gary Porter
	Treasurer/Membership Stuart Cantrill – not in attendance
	Newsletter Chair Taylor Wright – not in attendance
	Social Events Shelley Bishop
	Safety Ghislaine Haitel
	Education Gene Aquilini/Dale England – Dale represented

- 1.1 **Call to Order @ 4:36 PM,**
- 1.2 **Motion to accept the minutes** from the _____ Executive Meeting –
- no minutes from AGM to accept currently
- 1.3 **Old business**, or matters arising November 10, 2022, AGM
- 1.4 **Executive Reports -**
 - 1.4.1 First Vice President Report Whitney Wilson
 - 1.4.2 Director at Large Report Rachel Walker
 - 1.4.3 Past President Report John Murphy
 - 1.4.4 Treasurer/Membership Report Stuart Cantrill
 - 1.4.5 Secretary Report Payton Eldridge
 - 1.4.6 CCA Report Gary Porter - **attached**
 - 1.4.7 Safety Report Ghislaine Haitel
 - 1.4.8 Social Events Report Shelley Bishop
 - **Christmas Social attendance down this year.**
 - **Proposition to organize “paid for by members” monthly events Spring 2023**
 - o **axe throwing, iFly, bowling**
 - o **E-transfer as opposed to Eventbrite**
 - **Survey Monkey sent out to members and others to provide input on members needs**
 - o **Each member of the board to put together a list of possible survey questions**

- To be voted on what to be included in survey at next committee meeting in Jan.

1.5 Committee Reports –

- 1.5.1 PGAA Update Gary Porter - **attached**
- 1.5.3 Education Update Gene Aquilini/Dale England
 - 1st year: 9 students registered
 - 4th year: 12 students registered
 - NAIT is struggling to fill seats
- 1.5.4 Newsletter Update Taylor Wright
- 1.5.5 Guest Speaker Update GAMA Committee

1.6 New Business

1.6.1 Christmas Social ticket sales. Where are we at with member registration for the event?

- only 11 tickets sold
- reservation changed from private room to public with appetizer platters instead of full buffet dinner

1.6.2 Executive meeting agenda timing & invitations for additional items

- Advertising for events – Taylor to release Newsletter showcasing the Guest Speakers we have booked for 3/4 meetings.
- Invitations for dinner meetings to be sent out 6 weeks before. Reminders sent at 4, 2 and 1 week before meeting
- Eventbrite for dinner meetings to include an email with description of topics to be discussed, name of guest speaker and short summary of presentation. This could be in form of poster created on CANVA account that Shelley set up.
- PDF calendar of years events to be discussed and possibly sent out to all members
- Eventbrite registration for future dinner meetings to have cut off date 2 days before dinner meeting
- Executive meeting agenda to be sent out 3 days before meeting
- Need to book one more speaker for September 14, 2023

1.6.3 Executive Reports, In Writing and Timing for Same (ideally out with the agenda)

- Executive meeting reports to be sent out 1 week before committee meeting to ensure any questions or concerns can be answered during committee meeting

1.6.4 Minutes from Meetings, Timely Provision and Posting to the Website

- Meeting minutes to be recorded and published within 3 working days from date of Executive Meeting.
- Executive Reports to be attached to meeting minutes when uploaded onto PGAA website for members viewing

1.6.5 Should future meetings be virtual or in person. First Thursday of each month?

- Majority of meetings to be held virtually. When weather and roads clear up, committee to meet in person at CCA every 2-3 meets. Executive meeting prior to AGM will be held in person.

1.6.6 PGAA Contact List (Company Name, Address, City, Province, Code, Contact Types, Etc.)

- Working to compile all contact information into master list. Treasurer to send out contact update form with member invoices for 2023.



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1.6.7 Winston Golf Course is raising their prices for the dinners. Need to decide on the below options. Stuart to advise on financial aspect of options.

- Keep the price the same and eliminate fruit and one salad leaving protein, starch, veggies, salad, buns and butter, desserts, coffee and tea
- Keep the price meal the same and increase the price by about \$5 so would be \$40 including tax and gratuity instead of \$35 including tax and gratuity.

- Option to keep the meal the same and increase the price by \$5 was chosen. Whitney to contact Winston to arrange for changes in 2023

1.6.8 Vice President Chair is still empty. Any thoughts on perspective participants?

- No word on any perspective participants currently

1.6.9 2023 Golf tournament: are we booking back at the Winston? When do we need to have this booking confirmed by?

- Golf tournament to be organized and booked end of January

1.6.10 Competition Act Compliance Statement (as previously discussed)

- Liability
- Legal implication for bad door deals and collusion
- All will benefit from it
- To be added to all meeting agendas going forward.

1.7 **Next Executive Meeting:** January 5, 2023

1.8 **Motion to Adjourn the Meeting @ 5:18 pm**

Executive meeting schedule for 2023

- January 5, 2023
- February 2, 2023
- March 2, 2023
- April 6, 2023
- May 4, 2023
- June 1, 2023
- July 6, 2023
- August 3, 2023
- September 7, 2023
- October 5, 2023
- November 2, 2023