1. Meeting was called to order at *15h30* by *Nathalie Legault*
2. Attendees: Nathalie Legault, Roch Landriault, Melanie Smith
3. Motion by Nathalie to change the agenda.

Will remove President’s report and Financial report since President and Treasurer are not present. Second by Roch Landriault, carried

1. *Roch* motioned the last meeting’s minutes to by accepted *without changes*. Seconded by *Nathalie*. Carried.
2. Old Business: None
3. New Business:

5.1 President’s Report – President absent

5.2 Financial Report – Treasurer absent

5.3 Education Report –

We are currently updating the MDRAO Education portion of the Website to make it more intuitive. You will not se a difference unless you are signed up for one of our online courses.

MDRAO is looking at offering a practicum to complement the online course. We have just started to look at this option so do not expect to see this done next month. We have a lot of work to do before we can start offering a practicum. For example: insurance for the students, contact hospitals to see who would be willing to take our students, find facilitators for the students, etc.

MDRAO is also going to be translating the online course in French. Now that we have the book translated, it makes sense to translate the course. We have a high demand for French course from the province of New Brunswick. The MDRD association of New Brunswick have offered to help us with this.

Some of the MDRAO provincial board directors have attended the AQRDM and Manitoba MDRD conferences that were both held in October. The goal was to promote our French manual and our online course. We did see an increase in the sales of the French manual since we attended these two conferences.

Motion to be accepted by *who.* Seconded by *who*. Carried. Opposed by *who.*

1. Education Session – We will be holding an educational Webinar in December. The date and time will be emailed to all members as soon as we have more information.
2. Other – MDRAO is looking into having a sum of money available each year to give back to members who want to attend MDR related conferences (IPAC, AQRDM, CAMDR, etc). The idea is to give back to the members. No specifics on this yet, we will keep you posted.
* MDRAO Provincial Board have started to writ up Policies & Procedures so that processes are clear for the future board members.
* Election year! If you are interested in being an MDRAO Director at the chapter or provincial level, please go on the MDRAO website to fill the form to submit your application starting December 1st, 2019.

7. Next Meeting *February 26th 2020 & 15h30*

 8. *Nathalie* motioned for adjournment at *16h15* Seconded by *Roch*. Carried.