1. Call to Order

* At 17h05

1. Attendance and Introductions

* On Zoom recording

1. Additions & Adoption of Agenda

* None

1. Last Meeting’s Minutes – April 4th, 2019

* Did not review since the only person that was present at the last meeting was Nathalie Legault.

1. Old Business:
   1. Gamma Chapter bank account signing authority

The signing authority was finally switcher over to John McHardy, Treasurer and Nathalie Legault, President. This was done less than one month ago. Things were delayed because of Covid-19. We did not get our first statement yet.

1. New Business
   1. President’s Report (Nathalie)

* Chapter meetings:

Since the start of Covid-19, all Chapters of MDRAO have been struggling to hold the chapter meetings and education sessions.

The MDRAO provincial board also struggled to meet because every time we tried to book a face-to-face meeting, we had to cancel it because of Covid-19 restrictions.

We finally managed to hold the AGM on Zoom on March 5th, 2021 and we were also able to meet live for a regular board meeting on September 18th, 2021.

The provincial board is pushing for all Chapters to start back their regular activities.

Therefore, this meeting and education were organized quickly not leaving anyone much time to make arrangements to attend.

Since we have the dates of the next two meetings, you will all have plenty of time to arrange your schedule so that you can attend those.

Next meetings

1.  Thursday January 20th, 2022 - 16h00 to 17h00 vial zoom (no education session)

2. Thursday April 21st, 2022 - 17h00 to 18h00 via zoom (Education session first from 16h00 to 17h00)

We will be posting the recorded meeting on the MDRAO website for the people that could not attend.  Going forward, we will also try to post (with approval of the presenters) the education sessions on the website as well.

* Chapter election year

We will be having Chapter elections in 2022. The elections will be held through electronic ballot and this will happen prior to our Chapter Annual Meeting that will be held on April 21st, 2022 17h00 to 18h00.

Nomination forms will be circulated to Chapter Members on January 1st, 2022, and need to be returned by February 15th, 2022.

Electronic voting will be between March 1st and March 15th, you will get an email with instructions.

* 1. Financial Report – (John)

-Deferred until next meeting since we did not get a financial statement form the bank since the switch over of signing authorities.

* 1. Education Report – (Roch)

-Roch asked if any of the Gamma chapter members had requests or suggestions for future education sessions. Please email your suggestions to [rochlandriault@mdrao.ca](mailto:rochlandriault@mdrao.ca).

* 1. Provincial Report – (Nathalie)
* Association Finances
  + 2020-21 year-end statement – MDRAO had a $177,000 operating surplus.
  + Executive members travel cost was low due to lack of in-person meetings
  + Education revenue increased
  + The Provincial board voted to increase Mileage reimbursement rate to 0.60 from 0.55. This new rate is in line with CRA reimbursement rates.
  + Chapters need to start sending their Financial reports if they want to receive their annual stipends.
* Association Education Report

Roch Landriault was appointed in the Director of Education on the Provincial Board. We were missing a Gamma chapter representative for a few years.

I am stepping down as Director of Education and focusing on my Vice President role and will be moving into the President role in June.

Sale of MDRAO and online course is stable, this is our main source of revenue.

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Sales January 2020 - December 2020** | | | |
| **ITEM** | **as Course Pack** | **Individually** | **TOTAL** |
| MDRAO Manual (EN) | 598 | 459 | 1057 |
| MDRAO Workbook (EN) | 598 | 353 | 951 |
| MDRAO Manual (FR) | 1 | 32 | 33 |
| MDRAO Workbook (FR) | 1 | 3 | 4 |

So far, we have over 400 students that have enrolled in the course since January 2021 to now I do not have the exact numbers, but the numbers are similar to last year. We should have a total of at least 600 students that took the course by the end of the year.

The provincial board has agreed to have the course translated in French. We are currently working on getting quotes to see how much it will cost the association.

The board motioned and approved to pay the MDRAO course facilitators twice a year instead of once per year. They will be paid end of December and end of June each year. Facilitators get paid $30 per student.

It was motioned and accepted that the MDRAO online course and certification exam be available all year round. In the past the course was closed for 3 months each year in order to be able to upgrade, update the course. We found a way to update without having to shut down the course.

* French name

The French acronym is now on the logo of MDRAO. The letters are AORDM for ‘Association Ontarienne de Retraitement des Dispositifs Médicaux. You can see this new logo on our website.

Logo, company name

Description automatically generated

The plan is to eventually translate the whole website, but we do not have a date for that yet.

* Conference

The provincial board voted against a virtual conference.

The plan is to have a live conference for May 2022. We are currently looking at accommodations first and then we will have an official date. The conference should be held in Toronto.

* Future look of MDRAO

The board had a discussion on how MDRAO can add value for its members. The board decided that each Chapter would try to hold one to two educational sessions each. These sessions would be broadcast live to all MDRAO members and also recorded on the MDRAO website for viewing later. The idea is to build a bank of educational videos for our members.

* Constitutional Changes

Do not forget that you can propose constitutional changes yearly now. You will be getting reminder emails soon. You will be able to propose changes starting December 1st. Look for the email with instructions soon.

1. Next Education Session
   1. Thursday April 21st, 2022 - 16h00 to 17h00
2. Next Meeting
   1. Thursday January 20th, 2022 – 16h00 to 17h00
3. Meeting adjourned:

17h45