



Suzuki Association of Ontario
Executive Board Meeting
Minutes

Wednesday, May 17 at 12:30pm on Zoom

<https://us06web.zoom.us/j/94374870761?pwd=Y2FhS2dLcSt0Rlc1UHZic1VUMGg2UT09>

Meeting ID: 943 7487 0761

Passcode: TWINKLE

1. Welcome!

○ Present:

- Debbie Hammond, Chair
- Genevieve Schirm-Joyce, Treasurer
- Lauren Taylor, Secretary

○ Regrets:

- Rebecca Ashworth, Administrator

2. Land Acknowledgement

- Presented by Genevieve Schirm-Joyce

3. Mission Statement

- Presented by Debbie Hammond

4. Summary of 2023 Activities

- PTS Series is set - all but session 4 is confirmed
- TEA with Ed Sprunger is set June 4
- Conference planning is in full swing
- Website is up and ready to be reviewed - board will need to revise
 - Committee work will need to be heavily involved in that, especially for member resources to be contributed
- Updating newsletter format - board will need to revise
- AGM prep will happen this summer (agenda and slide deck, packet)
- FBM prep will also happen this summer

5. Financial Report

- Presented by Genevieve - actuals will be more up to date after memberships come in
- Numbers are looking positive, with more efficiency in administration and bookkeeping

6. Website



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- Website is up and ready to be reviewed - board will need to revise
 - Committee work will need to be heavily involved in that, especially for member resources to be contributed
 - Post-Conference - "New Year, New Idea" - asking members for a 3 minute video about a topic for our member resources, mini ted-talk style
 - Submission form for what members would like to see? (What resources are you lacking? What is something that you're missing?)

7. FBM Preparation

- Website - members will need to take on a page
 - See above
- Newsletter - we need more manageability (rethinking the role of area reports and area members)
 - Newsletter ads could change to sponsoring events?
 - A full year of ads could include being a title sponsor of an event?
 - We will need to make it clear how community events can be submitted, and that we are looking for feature articles only
- Documents for the FBM need to be sent in by June 1st

8. Nominations & Recruiting

- We will see if our new potential member can be appointed at the upcoming FBM

9. 2023 Conference Update

- We will continue to ask for session proposal submissions for clinicians
- We can also reach out to board members for session proposals

10. AGM Preparation

- Minutes are prepped and ready to be submitted

11. Preparation for Fiscal Year End materials and SAA Affiliate Report

- Thoughts on the budget ([SAO budget 2022/2023 - SAO - Executive Board](#)):



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- Administrator -
 - Expense will be less - we can budget for 15-20 hours
 - Administrator will get a 5% raise
 - We will need a new contract
 - Maybe restructuring payment as a monthly stipend plus hourly for additional/conference hours (this would save on tracking hours)
- Website will be revised
- Bookkeeping will be revised - will be less
- Quickbooks will be revised - there may be a more cost effective option
- Cyberbahn was a bigger expense - we should find another option
- Paypal was a bigger expense because we are only going through Membee
 - This still may be the best option because of efficiency
- We will need Board Training money allocated
- We will need travel bursaries allocated

12. Ad hoc Items

- Scoop - we are aiming for it to go out this week
- Fake registrations will be run through so that registrations can be included

13. Thanks everyone!

- Adjourned