



**CITE Executive Meeting
Teleconference
July 17, 2015 - 12:00PM MDT**

Attendees:

Executive:

- J. Malzer (President) (JLM)
- E. Soldo (Vice-President) (ES)
- B. Belmore (District Director) (BB)
- J. Salvini (Secretary/Treasurer) (JS)

Staff:

- S. Garner (Administrator) (SG)¹
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1. Approval of Agenda and Minutes

MOTION (JS, JLM): Approve agenda and minutes of July 2, 2015 Executive Meeting

✓ **CARRIED**

2. TLC Projects

- Discussion took place around the proposed TLC projects and process for evaluating future projects. It was felt that some clarity was needed with respect to the TLC's mission and that this discussion should form part of the upcoming strategic plan review

3. Strategic Plan Update

- The Strategic Plan Update will be held immediately following the site visit to Kelowna this November
- Proposed Kelowna site visit: November 5, 2015
- Proposed Strategic Plan Update sessions in Calgary: November 6/7, 2015

ACTION: JLM to prepare and present a budget for the Kelowna and Strategic Plan update session for the next executive meeting

4. Reschedule of Board Meeting

- Rescheduled Board meeting to be July 28, 2015
- It was suggested that 6 regular Board meetings be scheduled throughout the year

5. Post Office Box Update

¹ Recording Secretary

- JS recommended that CITE acquire a physical post office box with mail forwarding when required. There will be a requirement to have mail forwarding on the existing box for about a year

MOTION (ES, BB): That a new PO box be acquired in the Toronto area and required mail forwarding be put in place.

✓ **CARRIED**

ACTION: JLM to prepare and present a budget for the Kelowna and Strategic Plan update session for the next executive meeting

MOTION (JS): To adjourn meeting at 1:05PM MDT

✓ **CARRIED**