



**CITE Executive Meeting Minutes**  
**Teleconference**  
**October 6, 2017 - 12:00 PM ET**

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*Attendees:*

*Executive:*

E. Soldo (President) (ES)  
J. Salvini (Vice-President) (JS)  
R. Vanderputten (Secretary/Treasurer) (RV)  
G. Chartier (District Director) (GC)  
J. Malzer (Past-President) (JLM)

*Guests:*

Dwayne Cross (TLC Chair)  
Kerra Mruss (TLC Vice-Chair)  
Ryan Sankar (CCG)  
Jeff Walker (CCG)  
Vanessa Skelton (Training Committee Chair)

*Support:*

S. Garner (Administrator) (SG)<sup>1</sup>

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Meeting called to order at

## 1. Approval of Minutes and Agenda

**MOTION** (RV): Approve Agenda

**MOTION** (GC/ES): Approve minutes of the September 1, 2017 Executive Committee meeting

**✓ CARRIED**

## 2. CCG

- An update was provided on the progress of CCG integration into PTV software with a target release of November 2017. The CCG is being upgraded to remove reference to the InterCalc software that is no longer supported. PTV Group is looking to do joint specialty training for the CCG component with CITE
- A question was raised as to the formal relationship between PTV and CITE with respect to the intellectual property of the CCG. It was pointed out that there is no formal

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<sup>1</sup> Recording Secretary

relationship.

**ACTION (ES/SG):** Add CCG relationship to November meeting agenda

- It was noted that any updates to the CCG need to be formally approved by CITE. It was suggested that those working on the PTV integration submit a proposal to update the Guide

### 3. Training Committee

- Expression of Interest: suggest putting the call out around mid-November? Close around the end of the month. Deadline?

**MOTION:** (JLM, GC): Approve the call for expression of interest for CITE training

✓ **CARRIED**

### 4. TLC Update

- A series of proposed project areas was presented by the Committee. It was proposed that these project areas be circulated to the membership to rank followed by a more detailed project description for the highest ranking proposal. It was suggested that before forward to the membership that the proposals be sent to CITE's TAC representatives for feedback. A list of TAC representatives was sent to the Committee
- There was a discussion regarding the succession of the Chair and Vice-Chair of the TLC. It was felt that the current membership of the TLC was not lending itself to an adequate succession plan for a variety of reasons. It was suggested that the current chair stay in that position until November 2018 to aid in rebuilding the membership of the TLC

**MOTION (RV, ES):** Dwayne Cross re-appointed to chair of the TLC until November 2018

✓ **CARRIED**

- There was a discussion regarding a call for new members of the TLC and that this would take place after Paula returns to the Committee

### 5. Financial Update

- Second quarter financial report was briefly reviewed

**ACTION (ES/SG):** Q3 Financials on agenda for November meetings

## 6. Incorporation

- Approvals for use of CITE's name has been formally obtained by all provinces except Saskatchewan and Quebec. The CITE lawyer advised to continue to resubmit the incorporation papers with the caveat that Saskatchewan approval was pending
- Efforts have taken place to obtain legal council for Quebec incorporation. It has proved difficult to find someone to assist with the file. It was suggested that it may be necessary to consolidate the Quebec section into the National Capital Section to avoid legal issues with advertising CITE in Quebec

## 7. Ottawa

- The conference dates have been finalized for the first week in June

## 8. Edmonton Conference and Collaboration with AV Conference

- Edmonton LAC is waiting for a draft memorandum of understanding for the joint AV Conference. Other conference planning is proceeding including the recent call for abstracts
- The Edmonton LAC has proposed not to create a conference logo. The Executive felt that the logo was an important marketing tool for the conference and that a standardized logo form be developed that could be used by any future LAC

**MOTION** (GC,ES): Instruct the Communications Coordinator in cooperation with the District Administrator to develop a standardized conference logo that can be used for the Edmonton Conference and future conferences

✓ **CARRIED**

## 9. Edmonton Fall Meeting

- Agenda items are being added for the November meetings. Plan is to have meetings completed by 1 or 2PM on Tuesday, November 7th

## 10. Other Business

- A petition was received by the BC Interior Chapter to create a new section. There was a question regarding any financial risk to proceed with this initiative. None was apparent. It was agreed that this be sent to the Board for tentative approval pending amendment of the Vancouver Section Charter and drafting of a BC Interior Charter

**ACTION** (GS): Include a report to the Board regarding the creation of a new BC Interior Section for CITE

**MOTION** (ES): Adjourn meeting at 1:25PM ET