

CITT Prairie Section**Meeting minutes****Location:** Zoom**Date:** Tuesday February 22nd, 2022**Time:** 1:00 p.m**Attendees:** John Dyck, Craig Langlois, Mike Duggan, Zahra Larche, Patrick James, Celeste Pinder, Rick Boychuk.**Call to Order:** 1:05pm, by Chair John Dyck**Approval of the Agenda & Previous meeting(s) Minutes****Report of the Chair:** John Dyck had nothing to report.**Report of the Secretary/Treasurer:** Craig Langlois had nothing to report.**Report of the Winnipeg Rep**

- Mike Duggan reported the distribution of Committee

Report of the Regina Rep: Patrick James had nothing to report.**Report of the Saskatoon Rep**

- Rick Boychuk reported ADC's Drinks with Designers would be taking place in Saskatoon this upcoming Monday.

Unfinished Business

- **Election of Remaining officers:**
 - Vice-Chair
 - Patrick James accepted nomination by Rick Boychuk, and was appointed by unanimous vote.
 - Secretary/Treasurer
 - Zahra Larche accepted nomination by Rick Boychuk, and was appointed by unanimous vote.
- **Discussion of Committees**
 - Membership Committee
 - Mike Duggan moved to form a standing committee whose purpose is to increase membership in the section.
 - The committee will have no fewer than three and no more than six members, which must have at least one member from each region. The preference is that at least one member is affiliated with a post-secondary institution.
 - **Committee Members:**
 - Rick Boychuk (Chair)
 - Mike Duggan (MB)
 - Patrick James (Regina)
 - Two more non-board members will be approached to join this committee.

- The committee will endeavour to encourage diversity in our membership, including professional discipline, racial background, gender identity, age and members with disabilities.
 - Additionally, the committee should work with post-secondary institutions to increase membership as much as possible among students and those starting their careers.
- **John moved to Transfer the role of Secretary/Treasurer from Craig Langlois to Zahra Larche for the remainder of the meeting.**
- Programming Committee –
 - Mike Duggan moved to form a standing committee responsible for organizing activities for membership to participate in (this does not include Rendezvous or elections); with 3-4 members.
 - Committee Members:
 - Mike Duggan (Chair)
 - John Dyck (Saskatoon)
 - Patrick James (Regina)
 - One more non-board member will be approached for this committee.
 - The committee shall survey the membership's interest in various topics and activities (types of training or workshops etc.) and research the budget and best practices of other sections in these matters.
 - The committee shall propose a budget and follow-through with speakers and events in line with their findings.
- Ad-Hoc Saskatchewan Regional Assessment
 - John Dyck moved to form an ad-hoc committee of 2 or 3 members to map out Saskatchewan and confirm the dividing line of the two CITT Prairie Section designated regions (North and South/Saskatoon and Regina).
 - Committee Members:
 - Rick Boychuk (Chair)
 - Patrick James (Regina)
 - John Dyck (Saskatoon)
- Social Media Committee:
 - Mike Duggan moved to form a standing committee of 2 or 3 members to assess our current social media presence, and report to the board about which platforms the section should participate on.
 - The committee should have access to these accounts, and should generally:
 - Send out notices of section activity, job listings etc.;
 - Provide a digital platform for members to communicate.
 - Help other committees and the board to carry out their mandates.

- The committee should also develop a process for members & the board to submit content for posting.
- Committee Members:
 - Zahra Larche (Chair)
 - John Dyck (Saskatoon)
 - One more member shall be approached to join this committee, at the recommendation of Rick Boychuk.

New Business

- **Budget**

- John Dyck moved to formulate a budget for the Prairie Section. Discussion led to the following proposal:
 - \$3000 Total (As per previous communications with National)
 - \$400 for Admin/Software
 - \$2000 for Programming
 - Touching on last week's mention of joining a non-profit bank account, Rick Boychuk moved

- **CPAWRF**

- The application is "aimed to support self-employed and independent workers who would not be eligible for EI, by creating create « in-house assistantship » training within venues and production companies across Canada."
- The National is inviting the Regional Sections to:
 - Seek out local members to be "Mentees"
 - Confirm Venues/Facilities who can welcome these workers/mentees
- Application Deadline: March 4th.
 - Celeste notes the current intake only requires broad numbers (i.e. What kind of training, approximate budget required, etc.)
- The motion was tabled until the follow-up meeting, when CITT Prairie Section shall reconvene following the February 22nd meeting of Saskatchewan Venues/Institutions interested in being a part of the application.

- **Finance Committee**

- Mike Duggan moved that, per the By-Laws, the Finance Committee shall be chaired by Zahra Larche, as Secretary/Treasurer, and she shall appoint the Director at Large/Member of the Section to form the section.

Adjournment: 2:14pm by Chair John Dyck.