



MINUTES

ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

HAMILTON BRANCH Issued for Review

HAMILTON GENERAL MEMBERSHIP MEETING

MEETING DATE: September 15, 2016
TIME: 7pm **FILE:** General Membership Meeting
LOCATION: Courtyard by Marriott
1224 Upper James Street,
Hamilton ON

PARTICIPANTS

BRANCH EXECUTIVE

Lucy Caruso, QAA, Secretary; Robin Colley; Heather Gronek, BA, QAA, Membership Chair/Registrar; Lisa Low, Vice President (Chair); Michelle McAlpine, QAA, Program Chair

MEMBERS

Stephanie Adams; Megan Boehm; Amanda Brodnicki; Julia Campolongo; Darlisa Casanova; Brigida Dimitriou, QAA, CIM; Tomika Ellen Harnest; Mary McEwen; Denise Moffatt; Diana Reizgys, FCIP, CAIB, CCIB; Gorrett Sousa, QAA, Lise-Anne Weaver; Denise Williamson

GUESTS

Laura Cole, Presenter

REGRETS

Sheila Davidson; Charlene Hands-Lourie, QAA, President; Rosanna Melatti; Rita Rickus, QAA; Julie McEwen, Social Media; Judy Pineau, QAA; Sevasti Soleas; Antoinette Spinosa, QAA; Cindy Vanexem, QAA

PRESENTATION ONLY

Radmila Minor; Amber Wood

1.0 CALL TO ORDER

- Introductions were made and members were welcomed.
- Announcement requesting photo consent was made.

2.0 GUEST SPEAKER

- The guest speaker, Laura Cole, spoke on “Leadership and Conflict Management” was well received.

3.0 CONFIRMATION OF QUORUM

- Quorum is 10.
- Quorum was confirmed with 19 members.

4.0 ADOPTION OF AGENDA

- Agenda adopted as distributed.

5.0 CONSENT ITEMS

- I motion that the consent agenda items be approved as circulated.
MOVED: Radmilla Minor
SECONDED: Brigida Dimitriou
CARRIED.
- New Members were introduced to the Association.
 - Stephanie Adams is a new member to Hamilton Branch - transferred from Toronto.
 - Megan Boehm joined last year, this is her 2nd and official meeting.
 - Lise-Anne Weaver joined last year and this is her first meeting.
 - Dianne Williams joined the Association and is a new member.

6.0 COMMITTEE AND OTHER REPORTS

6.1. Report from Treasurer

- MOTION: To accept the Treasurer report and the 2016/2017 budget, with the revision of dates to reflect September 1, 2016 – August 31, 2017.
MOVED: Brigida Dimitriou
SECONDED: Mary McEwen
CARRIED

7.0 NEW BUSINESS

7.1 Charity

Following last year’s vote to choose a Charity, “Mind’s in Need” was the runner up; therefore, chosen for 2016/2017 Charity. A change jar will be passed around during our meetings, to collect for this charity and help make a difference in our community <http://www.mindsinneed.org/>

7.2 2015/2016 Financial Statements Doodle Request

A doodle request was sent following our last meeting, May 19, 2016, to vote on the 2015/2016 Financial Statements. We had 21 votes in favour of the 2015 Financial, resulting in attaining quorum. Therefore the Financials have been approved for 2015.

- MOTION: To ratify the 2015/2016 financial statements
MOVED: Heather Gronek
SECONDED: Gorrett Sousa

CARRIED

7.3 Executive Update

Our President has been working with Mohawk College to submit an application to provide \$1,000 bursary to the College for full time students to benefit from our Association. The funds will be used to provide 5 student passes to our annual work shop and provide 10 Association complimentary student memberships. Please see attached Mohawk College Student Mentorship Sponsorship report.

8.0 ADJOURNMENT

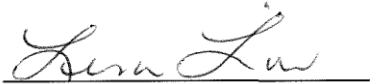
MOTION: To adjourn the meeting at 8:30 a.m.

MOVED: L. Low

SECONDED: J. Campagnolo

CARRIED

Next meeting: October 20, 2016 – Microsoft Workshop ** members to bring their laptops for the first of 3 interactive Microsoft Mini Series “Intermediate Microsoft Word”.



Lisa Low
Vice President, Hamilton Branch

April 20, 2017



Lucy Caruso, QAA
Secretary, Hamilton Branch

April 20, 2017