

Agenda: AGM - Dental Office Managers Association of Canada

Date: January 14th, 2025

Start time: 9:00am

Location: 4-1761 Wellington Avenue, Winnipeg MB

1. Call to Order

2. Participants:

- 2.1. Attending: Alex Zlatin (Executive Director), Chieu Quach (Director), Monica Trimble (Executive Assistant), Laura Veroba (Membership Services Office), Cindy Shewchook (Treasurer)
- 2.2. Regrets: John Maggirias (Dental Officer), Craig Hayes (Member Development Officer).

3. Approval of Agenda

- 3.1. Motion (Alex): A motion to approve the agenda.
- 3.2. All in favor, no objections

4. Follow up on Action Items

- 4.1. Tradeshows & Events
 - 4.1. Currently attending only the MDA Tradeshow to go with the Office Manager workshops presented during the show.
 - 4.1. Workshop last year was well attended, for this year it is expanded to four (4) sessions with speakers coming in to present sessions.
- 4.2. Certification
 - 4.2. Exam questions have been created to provide to Robertson College alumni.
 - 4.2. A platform for examination should be finalized and the exam to be implemented there.
 - 4.2. Payment / e-commerce is coming on the website for exams in 2026. We will be working with Stripe.
 - 4.2. We have yet to receive any certification application from Robertson College alumni.
- 4.3. Accreditation
 - 4.3. Robertson College accreditation was completed along with renewals.
 - 4.3. We'll be rolling out the accreditation to the rest of the colleges with a CPDOA like program – ongoing.

5. New Business

- 5.1. Monica is shifting roles from Executive Assistant to Executive Director during 2025. Timing is dependent on other factors. Alex will shift to be Director (ED Emeritus) as Monica steps in.
- 5.2. A Job board capability was developed on our website
- 5.3. It continues to provide added value to both members and non-members.

6. Action items

- 6.1. Continuing the work on increasing membership numbers, through eblasts, word-of-mouth and added-value information.
- 6.2. Rework the website to promote more engagement, including list of certified members and accredited courses as more are added.

7. Increasing member base

- 7.1. Obtain new members through the development of webinars, eblasts, website design & maintenance, and advertising.
- 7.2. This is an ongoing need for the association.
- 7.3. Collaborate with our partners for the promotion of our association.

8. Set Meeting Dates

- 8.1. Motion (Alex): I move that the next meeting will be set for January 15th, 2026.
If the need arises, we will be scheduling an ad-hoc meeting of the board.
- 8.2. All in favor, no objections

9. Member Comments/Announcements

- 9.1. None

10. Adjournment

- 10.1. Adjourning at 11:15 am