Agenda: AGM - Dental Office Managers Association of Canada
Date: January 14th, 2022
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. Second: Monica
4. **Follow up on Action Items**
   - 4.1. Tradeshows & Events
     - 4.1. We will continue to attend tradeshows but keep reviewing budgetary constraints.
     - 4.1. Upcoming shows include ASM and MDA.
     - 4.1. Additional show attendance will be decided by Alex, as per needed budget.
   - 4.2. Certification
     - 4.2. E-commerce capabilities are live on the website
     - 4.2. Attempts to on-board a full-time employee to continue
   - 4.3. Accreditation
     - 4.3. Robertson College accreditation has been completed. They have received a letter of accreditation; a press release has been approved and circulated.
     - 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. A Job board capability has been developed on our website
   - 5.2. It will be promoted as an 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. Looking at more content creation to make the website more lucrative.
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 12th, 2023. 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