Agenda: AGM - Dental Office Managers Association of Canada
Date: January 9th, 2026
Start time: 9:00am
Location: 4-1761 Wellington Avenue, Winnipeg MB

1. **Call to Order**
2. **Participants:**
   - 2.1. Attending: Alex Zlatin (Director, ED Emeritus), Chieu Quach (Director), Monica Trimble (Executive Director), Laura Veroba (Membership Services Officer), Savannah Koran (Member & Community Engagement Officer)
   - 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 the MDA Tradeshow to go with the Office Manager workshops presented during the show.
     - 4.1. Workshop last year was well attended, for 2026 it is expanded to four (4) sessions with speakers coming into present sessions and participate in two (2) panel discussions.
     - 4.1. Alex continues to lead the Workshop for 2026 due to existing planning and commitments. Work has started on transitioning this to Monica for future events.
   - 4.2. Certification
     - 4.2. Exam questions are being reworked and expanded to relaunch in 2026.
     - 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. We'll be rolling out the accreditation to the rest of the colleges with a CPDOA like program – ongoing.
     - 4.3. In discussion with two colleges for accreditation, reworking list of colleges to reach out to educate them on this opportunity.
   - 4.4. Monica stepping into Executive Director role
     - 4.4. Transition continues but started in earnest in the fall.
     - 4.4. Reviewing existing documentation and plans to launch more in 2026 ongoing.

4.4. Taking over That Dental Event with Savannah, planning for full day conference in Calgary in September 2026

5. **New Business**
   - 5.1. Laura is stepping away from her role with the Association to focus on her expanded role in her regular employment position. Many thanks to Laura for her dedication and effort over the years with the Association.
   - 5.2. Savannah Koran is officially joining the team as our Member & Community Engagement Officer. Savannah has been a long time supporter of the Association and we're excited her schedule allows her to take on a more expanded role now.
   - 5.3. A Job board capability continues on our website
   - 5.4. Planning in Winnipeg evening event in 2026, date TBD
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 14th, 2027. 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 10:15 am