

Agenda: AGM - Dental Office Managers Association of Canada

Date: February 14th, 2019

Start time: 9:25 am

**Location:
4-1761 Wellington Avenue**

- I. Call to Order**
- II. Role Call**
- III. Approval of Agenda**
- IV. Follow up on Action Items**
 - 1st Goal - Admin priority
 - 2nd Goal - To bring Monica Trimble and Lhynne Ve-Gacer into the Association
- V. New Business**
 - a. Appoint Monica as Executive Assistant
 - b. Appoint Lhynne as Creative Officer

Motion (Alex): I move that Monica be appointed as Executive Assistant and Lynne as Creative Officer.

 - All in favor, no objections
- c. Need to establish a Code of Conduct (What is expected of a Dental Office Manager run by Advisory Board)**
 - Make a page on the website
 - Send to members (keep a signed document — reading and agreeing)
- d. Trademark is completed**
 - Coordinate Advisory Board Meeting
 - Coordinate First Manitoba Chapter Meeting
(Look at having local chapter meetings nationwide - details to be determined)
 - Continue to obtain new members
 - All in favor, no objections
- e. Certification**
 - Modify program — turn into certification process
 - Policy - CE verification
 - Accredited organization
 - Audited and verified course (PACE)
 - AGD PACE certified
- f. Increasing member base**
 - Obtain new members through the development of webinars, creation of the website, and advertising.

- Motion (Chieu) I make a motion to direct the graphic designer, the copywriter and the executive director to this task.

V. Set Meeting Dates

Motion (Alexander): I move that the next meeting will be set for January 10, 2020. If the need arises we will be scheduling an ad-hoc meeting of the board.

- All in favor, no objections

VI. Member Comments/Announcements

None

VII. Adjournment

Adjourning at 11:15 am