

Agenda: AGM - Dental Office Managers Association of Canada

Date: January 10th, 2020

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).
- 2.2. Regrets: John Maggiras (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. None

5. New Business

- 5.1. Appoint Cindy as Treasurer
- 5.2. Lhynne has stepped down from the role of Creative Officer.
- 5.3. Motion (Alex): I move that Cindy be appointed as Treasurer and remove Lhynne from the role of Creative Officer.
- 5.4. All in favor, no objections

6. Action items

6.1. Tradeshows and Events

- 6.1.1. Participation is PDC, ODA ASM, MDA/CDA and JDIQ. We have procured booths and will be hosting small events for existing and potential members.
- 6.1.2. Monica will be coordinating the events and will be at the association booths, together with Laura.
- 6.1.3. Effectiveness would be measured to ensure funds are spent wisely.

6.2. Certification

- 6.2.1. Reviewing the certification process has been outlined and posted on our website.
- 6.2.2. We are still looking for members to step up and take part as a member of the Examination and Certification Committee.
- 6.2.3. Remuneration structure to be developed for this role.
- 6.2.4. Exam questions to be developed for the 3 certifications
- 6.2.5. Ecommerce to be looked at to process member fees for certification.

6.3. Accreditation

- 6.3.1. Complete Robertson College accreditation, once all documents are submitted.
- 6.3.2. We are still looking for members to step up and take part as a member of the Accreditation Committee.
- 6.3.3. Once the pilot accreditation is complete execute a press release in conjunction with Robertson College
- 6.3.4. Roll out plan to the rest of the colleges with CPDOA related programs.

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, 2021.
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