

**Agenda: AGM - Dental Office Managers Association of Canada**

**Date: January 15<sup>th</sup>, 2021**

**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 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. Tradeshows & Events
  - 4.1. PDC tradeshow was great to attend. Laura and Monica report dozens more membership requests.
  - 4.1. Evening event was not well attended. Although there were multiple good conversations, it did not succeed in bringing enough of a crowd to be worthwhile.
  - 4.1. It will be wise to explore options to join an already existing corporate event. This is potentially to be explored by Alex moving into the new year, as the world is dealing with COVID-19 still.
  - 4.1. All other in-person events were cancelled due to the COVID-19 pandemic.
  - 4.1. Refunds were processed.
- 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 has yet to be implemented on the website, Alex to look into this and ensure it is ready in time. We will be working with Elavon's Converge platform.
  - 4.2. We have yet to receive any certification application from Robertson College alumni.
- 4.3. Accreditation
  - 4.3. Robertson College accreditation has been complete. 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 14<sup>th</sup>, 2022.  
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