

Minutes of the BSSAA Executive Meeting on 2002 02 13

In attendance: Ruth Scherer, President  
Judy Adamczyk, Vice-President  
John Giroux

Nicole McReavy, Treasurer  
Jeanette Wilson, Secretary  
Michael Robinson

Start time: 7:00 p.m.

End time: 8:30 p.m.

Discussed: How to run a meeting. With the expertise of Michael Robinson, who is and has been involved in numerous groups, we discussed the general rules of play (based on the Roberts Rules of Order) regarding the running of our meetings. It was unanimously accepted that we abide by these rules.

Discussed: Constitution of our Association. Again, with Michael Robinson's guidance, we went over the working document which will become our Constitution (including By-Laws).

Accomplished: Michael became our first Director (Rules of Order, By-Laws and Policies).

Action: Ruth will post an agenda online one week prior to general membership meetings (last Wednesday of each month) so that members can make changes or additions if they wish.

Action: Ruth to send updated email list from [bramaleasecondary.org](mailto:bramaleasecondary.org) to Michael.

Action: Ruth to find out if BSS will hold mail for our Association, allowing us to use their address for business purposes.

Action: Ruth to let Michael know who the contact person is regarding the school's web site.

Action: Ruth to contact Sumeet regarding his expertise in the computer field and what he can contribute to BSSAA in the future.

Next meeting: Wednesday, February 27, 2002, 7:00-8:00 p.m. at BSS Staff Room, General Membership Meeting (Executive to meet on Feb. 20 to set out agenda)