

## Executive Committee Meeting Minutes

Held on Feb. 2, 2021 at 4:00 p.m.

By Videoconference

### MEMBERS

J. MacQuarrie (Board Chair)	H. Ferguson		
A. Wong	B. Fox	D. Campbell	P. Dalzell
D. Cates	N. Fonseca	J. West	
J. Rasmussen	J. Sarvinis	V. Tathe	J. Gorman

### CNA/GUESTS

T. Weagant	J. Clifford	C. St. Germain	T. Asdrubolini
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### GUESTS

L. Riccoboni, CNL  
P. Ecclestone, Golden Planners

### Absent

J. McBrearty, CNL

### 1. OPENING REMARKS BY THE CHAIR

**Documents Received:** Feb. 2, 2021 CNA Executive Committee Meeting Agenda

The chair welcomed members to the ad hoc meeting of the executive committee. He noted that the meeting was convened to consider and provide advice to Management on path forward options for the CNA's 2021 conference given continued pandemic restrictions.

There being a quorum present, the meeting was called to order at 4:01 pm. The agenda was adopted subject to adding an *in camera* session to follow item 3. No conflicts of interest were declared.

### 2. CONSENT AGENDA

**Documents Received:** Dec. 3, 2020 Executive Committee Meeting Minutes.

**On motion duly made, seconded and unanimously carried, it was resolved to approve the consent agenda in its entirety.**

### 3. 2021 CNA CONFERENCE

**Documents Received:** Management PowerPoint Report: CNA2021 Pandemic precautions and event options [Jan. 28, 2021]



Management reported on path forward event options for the 2021 CNA conference given pandemic precautions and risks. Members reviewed and considered the issue at hand, latest reports from Canadian officials and international health experts, anecdotal learnings from peer organizations, and the benefits, risks and financial implications of the three path forward event options presented by Management:

- a. Accept the risk and continue to plan for an in person event in Sept. and pivot in May to virtual or hybrid if needed.
- b. Push the conference to Dec. 13-15, 2021 to increase chances of achieving the above, and pivot in July to virtual or hybrid if needed.
- c. Plan for a virtual event in Sept. and aim for “return-to-normal” conference in February 2022.

Directors asked many questions of Management with discussion ensuing on the budget assumptions for each option (registration rates, sponsorship, exhibits); the nature of expenses for virtual and hybrid events (including trying to find effective ways to reduce expenses); the comparators used to glean learnings (including adding a few mainstay conferences as comparators); the risks to revenue and uncertainties associated with proceeding with a Sept. event (whether virtual or in person); and novel ideas with respect to sponsorship and program development.

Members generally agreed to proceed with a virtual format in 2021 but asked Management to reconsider the timing of the event(s); and to consider focusing on content, expanding the reach of the content, and novel approaches to sponsorship.

#### **4. IN CAMERA SESSION**

The committee met *in camera* without the President to discuss actions to achieve closer collaboration between the Organization of Canadian Nuclear Industries (OCNI) and the CNA. The committee agreed that there was a need to swiftly and efficiently examine options to forge closer organizational ties between the two organizations. It asked Management to consider the matter and to provide an initial report for committee consideration.

#### **5. ADJOURNMENT**

There being no further business, the meeting ended at 5:01 p.m.

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Chair

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Secretary

\_\_\_\_\_  
Date

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Date