

**PDFA Executive Council Meeting
November 9th, 2023
Teleconference Meeting**

Present: AKM Shahid Ullah, President
Sherif Ahmed, VP Communications
MD Shaheen, VP Internal
Alsayed Mostafa, Member-at-Large
Alivia Mukherjee, Member-at-Large
Henry Prown, Member-at-Large
Razieh Firouzihaji, VP Operations
Ahmed Badr, Member, VP Finance

Guest(s): Shui Jiang

Staff: Kayanna Reff, Administrative Assistant
Joy Correia, Director of Operations
Scott Harris, Communications

Regrets: Terry Sway, Labour Relations Officer
Christianne Nylund, Labour Relations Officer

1. Call to Order

The meeting was called to order at 11:03 AM.

2. Land Acknowledgment

The President acknowledged that the PDFA is located on the territory now referred to as Treaty 6..

3. Approval of Agenda

MOTION: To approve the agenda for November 9, 2023 Shaheen/Sherif

CARRIED

4. Approval of Minutes

MOTION: To approve the minutes for October 19, 2023 Shaheen/Razieh
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CARRIED

5. President's Report (AKM Shahid Ullah)

5.1. Shui Jang – Application for Member-at-Large

MOTION: To appoint Shui Jang as Member-at-Large Shaheen/Razieh
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CARRIED

5.2. Review of NASA Contract

The Board asked Joy Correia (DoO) to review and provide a breakdown of the NASA/PDFA agreement.

Joy will submit a draft of the new NASA/PDFA agreement to the executive board for review. A decision on the renewal of the NASA/PDFA contract will need to be made by the end of November 2023.

5.3. Review Executive Board Honorarium Process

The Board would like to conduct a review of the current honorarium policy. The VP of Finance and the PDFA Executive Board will collaborate to prepare a proposal for a new policy in the upcoming year. This proposal will then be presented at an upcoming General Meeting.

5.4. Board of Research and Compensation Committee Coffee Meeting

PDFA President Shahid asked Henry Prown, a Member-at-Large, to attend a coffee meeting with BHRCC. They will discuss the meeting at the next PDFA Executive Meeting.

6. VP Finance Report (Ahmed Badr)

The VP of Finance and the President will schedule a meeting with the bank to transfer signing authority.

7. Communications Strategist Report (Scott Harris)

Scott has reminded executive board members who have not submitted their bio and photo for the website to do so.

8. Member-at-Large Report (Henry Prown & Alivia Mukherjee)

Alivia has offered to help create a presence for the PDFA on LinkedIn.

9. Director of Operations Report (Joy Correia)

The Director of Operations provided answers to questions the Executive Board had regarding the renewal of the NASA/PDFA contract. (as mentioned in point 5.2)

10. VP Communications Report (Sherif Ahmed)

Sherif stated that he would like to increase the PDFA's social media presence. He suggested posting recorded sessions on the website and promoting competitions such as Travel Awards more frequently on all platforms.

11. VP Operations Report (Razieh Firouzi) – No Report

12. VP External Report (Alsayed Mostafa)

Alsayed contacted CAPS on behalf of the PDFA but hasn't received any response yet. He is requesting any board member with a direct contact to get in touch with him so that he can reach out to them.

13. VP Internal Report (MD Shaheen) – No Report

14. Other Business

There was no other business.

15. In Camera

There was an in-camera session.

16. Adjournment

The meeting was adjourned at 12:30 pm.

AKM Shahid Ullah, President & Chair

Kayanna Reff, Administrative Assistant