

**PDFA Executive Council Meeting
August 15, 2024
Teleconference Meeting**

- Present:** AKM Shahid Ullah, President
Alsayed Mostafa, VP External
Henry Prown, VP Communications
Razieh Firouzehaji, VP Operations
Simran Kaur, VP Finance
Shui Jiang, Member-at-Large
Sarita Bassil, Member-at-Large
- Staff:** Kayanna Reff, Administrative Assistant
Joy Correia, Director of Operations
Terry Sway, Labour Relations Officer
- Regrets:** Scott Harris, Communications
Thinh Nguyen, Member-at-Large
MD Shaheen, VP Internal

1. Call to Order

The meeting was called to order at 10:04 AM.

2. Land Acknowledgment

3. Approval of Agenda

MOTION: To approve the agenda for August 15, 2024 Alsayed/Henry

CARRIED

4. Approval of Minutes

MOTION: To approve the minutes for July 18, 2024 Alsayed/Henry
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CARRIED

5. President's Report (AKM Shahid Ullah)

5.1. AGM Debrief

All the members of the executive board successfully presented their reports, and the budget for 2024/2025 was approved by the membership. Approximately 35 PDFs attended the Annual General Meeting, which was a significant increase from last year's AGM that had to be postponed due to a lack of quorum.

Some questions and concerns were brought forward by members. The idea of creating an anonymous feedback form was brought forward. This would allow PDFs to provide feedback regarding their work environment, what they would like to see the PDFA do, as well as general feedback.

5.2. PDF Appreciation Week Prep

The PDFA Appreciation Week is scheduled to take place between September 23rd and September 27th. PDFA members will receive a call for abstract submissions for the upcoming annual PDF Research Day. The Vice President of Operations will oversee the preparations for the PDF Research Day.

The VP of Communications will be responsible for sending out invitations to the Deans and Vice Presidents of the Departments to attend the PDFA Appreciation Week.

6. VP Finance Report (Simran Kaur)

The budget was approved at the AGM on August 14, 2024. Simran will begin exploring investment opportunities for the PDFA. She has requested that Alsayed accompany her to her appointments at the banks. Simran will also investigate the possibility of adding electronic money transfers to PDFA's current account.

7. Member-at-Large Report (Shui Jiang, Sarita Bassil & Thinh Nguyen)

Shui will be working with Simran to create ice-breaking activities for the upcoming Appreciation Week. Borth Shui and Sarita have volunteered to help with Appreciation Week activities.

8. VP Operations Report (Razieh Firouzi) – **No Report**

9. VP External Report (Alsayed Mostafa) – **No Report**

10. VP Internal Report (MD Shaheen) – **No Report**

11. VP Communications Report (Henry Prown)

Henry will work on communications for the upcoming Appreciation Week.

12. Communications Strategist Report (Scott Harris) **Regrets – No Report**

13. Director of Operations/Labour Relations Officer Report (Joy Correia & Terry Sway)

Joy and Terry are currently still working on the bargaining survey for the PDFA members. This survey will be ready for members to complete by early September.

14. Other Business

There was no other business.

15. In Camera

There was no in-camera session.

16. Adjournment

The meeting was adjourned at 11:28 AM

AKM Shahid Ullah, President & Chair

Kayanna Reff, Administrative Assistant