



Minutes

Industrial Divisional Board Meeting

August 29, 2014 at 9:30 a.m.
Ontario College of Trades
Via
655 Bay Street, Room 504
Toronto, ON M4S 1C2

Board Members in Attendance

Tom Carvin, Chair
Neil Doherty, Vice-Chair*
T. Carter Hodgins*
Tom Reid*
Zhaoxu (Lee) Tang*

Board Members not in Attendance

None

Guest

Pat Blackwood, Vice-Chair, Board of Governors

Staff in Attendance

Loreen Barbour, Program Coordinator, Standards Department
Aysen Farag, Administrative Assistant, Board Secretariat
Meg Feres, Supervisor, Board Operations
Royden Trainor, Director, Policy & Programs*
Leah Tussman, Program Coordinator, Standards Department

*Attended via teleconference

1. Call to Order/Welcome

The Chair called the meeting to order at 9:30 a.m.

2. Approval of Agenda

IDB20140829-01 Moved by T. Reid, seconded by N. Doherty and CARRIED, that the Agenda for the August 29, 2014 Industrial Divisional Board meeting is approved as tabled.

3. Conflict of Interest

No conflicts were declared.

4. Approval of Minutes

IDB20140829-02 Moved by N. Doherty, seconded by C. Hodgins and CARRIED, that the Minutes of the May 7, 2014 Industrial Divisional Board meeting are approved as tabled.

R. Trainor joined the meeting at 9:40 a.m.

5. Program Evaluation Process (PEP)

L. Barbour and L. Tussman provided an overview of the May 7, 2014 workshop notes that led to the development of the draft PEP flow chart. The Divisional Board discussed all facets of the draft flow chart and identified new areas for consideration and inclusion in the process, as well as suggestions for changes.

6. Next Steps/Wrap-up

An updated flowchart will be brought to next meeting of the Divisional Board for approval, before it is shared with the other Divisional Boards.

7. Adjournment

IDB20140507-03 Moved by T. Reid, seconded by N. Doherty and CARRIED, the meeting adjourned at 11:00 a.m.

Signed: "Tom Carvin"
Chair, Industrial Divisional Board

Signed: "Aysen Farag"
Recording Officer