

College of Kinesiologists of Ontario Executive Committee Meeting Summary	
Date/Time of Meeting	Tuesday, Nov. 23, 2021 4:00 pm – 4:30 pm – Zoom Meeting
Chair	Jennifer Pereira
Timekeeper	Jennifer Pereira
Note taker	Colleen Foster
Present	Jennifer Pereira (JP), Victoria Nicholson (VN) and Susan Garfat (SG)
Regrets	None
Staff in Attendance	Colleen Foster (CF), Nancy Leris (NL) and Lara Thacker (LT)
Conflict of Interest Declaration	None
Adoption of Agenda	Upon a motion duly made by Victoria Nicholson and Seconded by Susan Garfat, the revised circulated agenda was approved.
Approval of Minutes October 26, 2021	Upon a motion duly made by Susan Garfat and Seconded Victoria Nicholson, the October 26, 2021 meeting minutes were approved.
Governance and Nominations Committee Terms of Reference	UPON A MOTION duly made by Victoria Nicholson and seconded by Susan Garfat the Committee moved to approve the drafted Governance and Nominations Committee Terms of Reference. CARRIED.
Council Member conflict of interest	A Council member resigned due to a declared conflict of interest. The resigned Council member has 10 months left in his term, therefore, based on By-Law 10.32 his seat can remain vacant and the College can wait for the next election to fill in the position.
Conflict of Interest Declaration Committee Form	The College has developed a Conflict of Interest (COI) Form, which will be reviewed by the Executive Committee. Council and Committee members must complete the form before attending every Council and Committee meeting. The form will come into effect at the December council meeting.
Action Items	<ul style="list-style-type: none"> • The Council member’s resignation to be announced at the December 6 Council meeting. • The COI Form is to be separated into two documents. <ul style="list-style-type: none"> ○ The explanation/ purpose for the form, and ○ A signature page.
Adjournment	Susan Garfat moved that the meeting be adjourned at 4:27 pm.