



Digital Disruption and Transformation NEC Sub-Committee
Thursday, January 26th, 2023
1:00 PM EST
Via Teams Meeting

MINUTES

In Attendance: S. Crawford (Chair), D. Monafu, G. Phillips (President), C. Awada, J. King, M. English, K. Mansfield, G. Kopytko

Staff: J. Ouellette (Executive Director), J. George (Senior Advisor to the President), J. Lisieck (Research Officer), M. Pantalone (Administrative Assistant)

Regrets:

Call to Order / Roundtable introductions

Meeting was called to order at 1:04pm by Chair S. Crawford.

1. Approval of Agenda

- a) C. Awada moves to approve the Agenda, seconded by S. Crawford.

In favour = 8 Against = 0 Abstention = 0 **Carried**

2. Minutes from November 24th, 2022

- a) S. Crawford moves to approve the minutes of November 24th, 2022, seconded by J. Ouellette.

In favour = 8 Against = 0 Abstention = 0 **Carried**

3. Doodle Poll update by CAPE staff (*Jean/Jennifer*)

- Follow up for next meeting – S. Cousineau and J. Ouellette to Confirm poll.

4. Update on costing for additional members (*Sharon/Jean*)

- Estimate for costs needed for next DDT meeting – to be confirmed by J. Ouellette



5. Establishing meeting times for DDT

- Suggest different times for meetings in order to accommodate new members and current members/CAPE staff (time zones in mind but booking in EST time).
- Between 11am-1pm depending on availability.
- Schedule before the NEC meetings

6. Rolling out Action Plan by CAPE (*Jésaël Lisieck*)

- Action plan was approved by NEC, results now need to be implemented.
- J. Lisieck mentions new policy directive that will apply to internal processes of Federal institution, for HR processes that affect public service employees. One of these systems may impact our members.
- The turn around time for this would be approximately a month (For the March 2023 meeting.)

7. Roundtable

- J. Ouellette announces that they are stepping down from this committee along with J. George
- C. Awada suggests we look into how this AI deficit is going to roll out for this committee.
- S. Crawford suggests awareness sessions for LRO's in order to support internal operations at CAPE.

8. Confirmation of next meeting and adjournment

Next meeting will occur on February 23rd, 2023, at 1PM EDT.

Motion to adjourn meeting by S. Crawford.

The Digital Disruption and Transformation Committee meeting adjourned at around 1:44pm. EST.

The above minutes are accepted as a true representation of the Digital Disruption and Transformation Committee meeting held on January 26th, 2023.