



BOARD MEETING MINUTES

*Motion/Second ** Motion * Grey Boxes GB Time T*

Zoom Meeting
Monday, May 15, 2023 (new date)
7:00 PM to 9:00 PM
(2 hours)

Board Values: Trust | Respect | Commitment | Clarity | Passion

A policy governance board has 3 core functions: (1) connecting with owners to develop strategy, (2) writing Governing policy, (3) assuring organizational performance (through the Executive Limitations). This should be reflected in the agenda for all meetings. By policy, board meetings are closed, only Board Members and the Executive Director (Ex-Officio) attend.

Meeting Attendance

Rosa Vazquez, Emily Bamforth, Chantelle Rouault-Gibson, Rebecca Anderson, Lori Crighton, Dana Dale, Christie Saas (Executive Director)

Regrets

Bula Ghosh

Rotating Meeting Chair: Emily Bamforth and Dana Dale

1. The Seven Principles of Fierce Conversations (or alternate check-in)

1.1 Skipped

2. Call to Order T (Chair)

2.1 Meeting called to order at 6:10 PM, Monday, May 15, 2023

3. Approval of Agenda ** (Chair) (5 minutes)

3.1 Additions/Corrections, if applicable

Motion: "To approve the agenda as presented."

Emily / Rebecca

Carried

4. PREVIOUS MEETING (5 minutes)

4.1 Approval of Previous Meeting's Minutes ** (Chair)

a) March 13, 2023, Zoom Minutes

Motion: "To approve the March 13, 2023, Board meeting minutes."

Emily / Chantelle

Carried

5. BOARD BUSINESS (20 minutes)

5.1 Committee Reports (# meetings, dates, updates/actions)

a) **Governance** Committee (Emily/Chantelle)

i. GP review. One response. Nothing below 7. No further action.



- b) **Finance and Audit** Committee (Dana/Bula)
 - i. Financial Monitoring Report (Year End) **
 - ii. Approval of 2023 Audit
 - 1. Rosa and Rebecca will sign the audit, as Emily is unavailable.

*Motion: "To approve the 2023 Audit."
Emily / Rebecca
Carried*

Lori joined the meeting at 6:15 PM.

- c) **Nominations** Committee (Rebecca/Rosa/Lori)
 - i. **Nominees**

*Motion: "To approve the board nominee applications from Margaret Carey and Donna Marentette."
Rebecca / Emily
Carried*

*Emily left the meeting at 6:39 PM.
Dana joined the meeting at 6:41 PM.*

*Motion: "To approve the 2022-2023 Year End Financial Report."
Dana / Lori
Carried*

- i. **Board Officers**
 - A. Chair = Rebecca, starting at August meeting.
 - B. Vice-Chair = Lori, starting at August meeting.
 - C. Director of Finance = Dana, continues.

5.2 Items from perpetual agenda list (Chair)

- a) **Business arising from previous meeting evaluation. (Vice-Chair)**
 - i. At September meeting, add a discussion of how the GP review is working.
- b) **Screening/approval or board candidates.**
 - i. Handled under Nominations Committee Report.
- c) **Bylaw updates to present at AGM, IF applicable.**
 - i. None.

6. MONITORING

6.1 Governing Policies (Governance Committee) ** (30 minutes)

- a) **Results from GP B 1-4 Policy Review and Bylaws Pages 1-4** (survey link below)
 - i. <https://www.surveymonkey.com/r/WVBZ6G2>
- b) Discussed under Governance Committee

- c) **Updated Committee Terms of Reference**
 - i. Item skipped.
- d) **Executive Director Succession Committee – Bula**
 - i. Bula unavailable. No changes are needed.
- e) **Ad Hoc Committees – Lori**
 - i. Tabled to August meeting.
- f) **Motion to approve all GP changes.**
 - i. No changes, no motion.

6.2 Executive Director Reporting

- a) **Ends Monitoring – Mid Year ** (Chair, ED) (10 minutes)**
 - 1. *End Monitoring waived for this meeting.*
- b) **Executive Limitations Compliance Grey Boxes ** (Chair, ED) (10 minutes)**
 - i. EL-9, EL-10, EL-11, + Time Sheet portion of EL-6.
 - ii. Any ELs that require Board attention: EL-4.
 - 1. Digital signing will be trialed until the next meeting with a 3-5 business day turnaround time.
 - 2. Christie will scan and send out to all signers, to clear the back-log.
 - iii. EL-4

Motion:

“The South West District Board of Directors authorizes Christie Saas to act as the South West District representative with Canada Revenue Agency and as the representative for the District’s CRA My Business Account.

Further, the South West District Board of Directors notes that Christie Saas was hired on January 10, 2011, as the Executive Director for the South West District. With the position, she becomes an ex-officio member of the Board of Directors.

The current officers/directors of the South West District Board of Directors are as follows.

- *Emily Bamforth (Chair)*
- *Bula Ghosh (Vice-Chair)*
- *Dana Dale (Director of Finance)*
- *Rebecca Anderson*
- *Lori Crighton*
- *Chantelle Rouault-Gibson*
- *Rosa Vazquez*
- *Christie Saas (Ex-Officio)”*

*Dana / Rosa
Carried*

- i. EL-9
 - 1. Skipped due to time constraints.
- ii. EL-10
 - 1. Tabled to the August meeting.
 - 2. Christie to have proposed changes ready for discussion.



7.0 IN CAMERA (time as needed)

- 7.1 In Camera Prep (Chair, Vice-Chair)
- 7.2 Go In-Camera ** T (Chair)
- 7.3 Come Out of In-Camera ** T (Chair)
 - a) In Camera waived.

8.0 BOARD STRUCTURE AND PROCESS

- 8.1 Meeting Evaluation (Vice-Chair)
 - a) Survey emailed after meeting, or [click here](#).

8.2 Next Meeting Date and Details (Chair) (10 minutes)

- a) **June 19, AGM, 4 PM, Zoom**
 - 1. Attending: Dana, Rebecca, Lori, Rosa, Emily
 - 2. Not Attending: Chantelle, Bula
- b) **Board Buddies**
 - 1. Lori will be the board buddy for Donna.
 - 2. Emily will be the board buddy for Margaret.
- c) **August 15, 2023, 7 PM, Zoom**
- d) **September 15-16, Moose Jaw, Board Retreat and Planning**

9.0 Adjournment * T

*Motion: "To adjourn the meeting at 8:00 PM, Monday, May 15, 2023."
Rebecca*

<i>These minutes have been re-viewed and approved.</i>

<i>Date</i>

<i>These minutes have been reviewed and approved.</i>

<i>Date</i>