



BOARD MEETING AGENDA

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

Zoom Meeting
Monday, August 14, 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

Lori Crighton, Rebecca Anderson, Donna Marentette, Margaret Carey, Christie Saas (Executive Director)

Regrets

Rosa Vazquez, Emily Bamforth, Dana Dale

Rotating Meeting Chair: Rebecca Anderson

1. 5-Minute Check-In

1.1 Skipped

2. Call to Order T (Chair)

2.1 Meeting called to order at 7:00 PM, Monday, August 14, 2023

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

3.1 Add 8.2.c What's App

Motion: "To approve the agenda as amended."

Lori / Donna

Carried

4. PREVIOUS MEETING (5 minutes)

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

a) May 15, 2023, Zoom Minutes.

Motion: "To approve the May 15, 2023, Board meeting minutes."

Rebecca / Lori

Carried

5. BOARD BUSINESS (20 minutes)

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

a) **Governance** Committee (Emily)

i. No report.

- b) **Finance and Audit Committee (Dana)**
 - i. Financial Monitoring Report **

*Motion: "To approve the Financial Monitoring Report."
Lori / Donna
Carried*

- c) **Nominations Committee (Rebecca/Rosa/Lori)**
 - i. No report.

5.2 Items from perpetual agenda list (Chair)

- a) There are no items on the perpetual agenda for this meeting, other than the Governance Policy review, covered next.

6. MONITORING

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

- a) **Governance Policy Review** (standing item)
 - i. **Results from GP A1-4 Board Responsibilities**
 - ii. **Results from GP B6 Board Meetings**
 - iii. **Results from GP F1-3 Planning**
 - 1. No action required.
 - iv. **Dispute Resolution**
 - 1. Tabled.
 - v. **Updated Committee Terms of Reference**
 - 1. Finance and Audit Committee remains.
 - A. Tabled.
 - vi. **Ad Hoc Committees – Lori to present.**
 - 1. Tabled.

6.2 Executive Director Reporting

- a) **Ends Monitoring ** (Chair, ED) (10 minutes)**
 - i. Final Ends Monitoring Report for 2022-2023.
 - ii. Start Ends Monitoring Report for 2023-2024.

*Motion: "To approve the Ends Monitoring Report."
Donna / Margaret
Carried*



- b) **Executive Limitations Compliance Grey Boxes ** (Chair, ED) (10 minutes)**
 - i. EL-3, EL-4, EL-10, + Time Sheet portion of EL-6.
 - ii. Any ELs that require Board attention.

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.

- *Rebecca Anderson (Chair)*
- *Lori Crighton (Vice-Chair)*
- *Dana Dale (Director of Finance)*
- *Emily Bamforth*
- *Donna Marentette*
- *Margaret Carey*
- *Rosa Vazquez*
- *Christie Saas (Ex-Officio)*

*Donna / Lori
Carried*

...

Motion: “To destroy the historical financial files from 2015-2016.”

*Donna / Margaret
Carried*

...

- iii. Christie will bring a proposal to the next meeting for updating EL-10 to include the Executive Director’s home office.

*Donna left the meeting at 7:35 PM.
Quorum lost.*

7. 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. BOARD STRUCTURE AND PROCESS

8.1 Meeting Evaluation (Vice-Chair)

- a) Survey emailed after meeting, or [click here](#).

*Donna rejoined the meeting at 7:49 PM.
Quorum met.*

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

- a) **September 15-16**
 - i. Moose Jaw, Board Retreat and Planning.
 - ii. To be discussed: filling committee vacancies.
 - iii. To be discussed: review of previous meeting evaluation.
- b) **November 06, 2023, Zoom**
- c) **What's App**
 - i. Rebecca will add new board members to the message group.

9. Adjournment * T

*Motion: "To adjourn the meeting at 8:01 PM, Monday, August 14, 2023."
Donna*

<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>