



## BOARD MEETING MINUTES

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

**Zoom Meeting  
Monday, November 06, 2023  
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**

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

#### **Regrets**

Emily Bamforth, Dana Dale, Rosa Vazquez

#### **1. Expectations for the Meeting**

- 1.1 Set new expectations for meetings.
  - a) See end of document.

#### **2. Call to Order T (Chair)**

- 2.1 Meeting called to order at 7:15 PM, Monday, November 06, 2023

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

- 3.1 Additions/Corrections, if applicable.

*Motion: "To approve the agenda as presented."*

*Donna / Lori*

*Carried*

#### **4. PREVIOUS MEETING (5 minutes)**

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

- a) August 14, 2023, Zoom Minutes.

*Motion: "To approve the August 14, 2023, Board meeting minutes."*

*Donna / Margaret*

*Carried*

#### **5. BOARD BUSINESS (20 minutes)**

##### **5.1 Committee Reports**

- a) **Governance** Committee (Emily, Margaret)
  - i. No report.
- b) **Finance and Audit** Committee (Dana, Rosa)
  - i. Financial Monitoring Report \*\*

*Motion: "To approve the Financial Monitoring Report."*

*Donna / Lori*

*Carried*



- c) **Nominations Committee** (Rebecca, Lori)
  - i. Reported on new nominee and promotion of governance/leadership experience.
  - ii. Christie to develop a 1-pager promotion.
  - iii. Training to be determined.

## 5.2 Items from perpetual agenda list (Chair)

### a) **ED Compensation (was Wage Grid).**

*Motion: "To approve the proposed wage grid."  
Donna / Margaret  
Carried*

### b) **Membership Renewal Fees.**

*Motion: "That membership fees remain unchanged."  
Donna / Lori  
Carried*

### c) **Policy to recognize board term length when added prior to AGM.**

- i. Add to: Governance Policy, D, Board Development
  - 1. A board member appointed more than 6 months prior to the AGM shall be considered to have completed 1 year, towards a 2-year term.
  - 2. A board member appointed less than 6 months prior to the AGM shall be considered to have completed 0 years, towards a 2-year term.

*Motion: "To approve the recommended policy change."  
Donna / Margaret  
Carried*

## 6. MONITORING

### 6.1 Executive Director Reporting

#### a) **Ends Monitoring \*\* (Chair, ED) (10 minutes)**

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

#### b) **Executive Limitations Compliance Grey Boxes \*\* (Chair, ED) (10 minutes)**

- i. EL-1, EL-8, EL-13, + Time Sheet portion of EL-6.
- ii. Any ELs that require Board attention.

*Motion: "To approve the Executive Limitations Compliance Report."  
Lori / Margaret  
Carried*

### 6.2 Governing Policies (Governance Committee) \*\* (30 minutes)

#### a) **Governance Policy Review** (standing item)

- 1. No additional policy changes.

#### ii. **Results from GP B5 Roles of Committees**

- 1. Donna will join the Finance and Audit Committee.



iii. **Updated Committee Terms of Reference**

- 1. Donna will update the Finance and Audit Committee Terms of Reference.

iv. **Ad Hoc Committees – Lori to present.**

*Motion: "To approve the changes to Ad Hoc Committees, as presented by Lori."  
Donna / Margaret  
Carried*

b) **Motion to approve all GP changes. \*\***

- i. Covered previous.

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) No In Camera required.

8. **BOARD STRUCTURE AND PROCESS**

8.1 Meeting Evaluation (Vice-Chair)

- a) Zoom poll completed at the meeting.
- b) Next meeting to use an anonymous Survey Monkey evaluation.

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

- a) December, Email, to approve the SLTF application.
- b) January 16, 2023, 3-5 PM, on Zoom
- c) March, Zoom, TBA
- d) May, Zoom, TBA

9. **Adjournment \* T**

*Motion: "To adjourn the meeting at 8:46 PM, Monday, November 06, 2023."  
Lori*

*These minutes have been re-viewed and approved.*

*Date*

*These minutes have been reviewed and approved.*

*Date*

