



BOARD MEETING MINUTES

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

Zoom Meeting
Tuesday, January 16, 2024
3:00 PM to 5:00 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

Rebecca Anderson, Emily Bamforth, Donna Marentette, Lori Crighton, Dana Dale, Rosa Vazquez, Christie Saas (Executive Director)

Regrets

Margaret Carey

1. Expectations for the Meeting

1.1 See page 4.

2. Call to Order T (Chair)

2.1 Meeting called to order at 3:12 PM, Tuesday, January 16, 2024

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

3.1 Additions/Corrections, if applicable.

Motion: "To approve the agenda as presented."

Emily / Donna

Carried

4. PREVIOUS MEETING (5 minutes)

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

a) November 06, 2023, Zoom Minutes.

b) January 08, 2024, Email Minutes.

Motion: "To approve the November 06, 2023, Board meeting minutes."

Donna / Lori

Carried

Motion: "To approve the January 08, 2024, Board meeting minutes."

Donna / Emily

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, Donna)
 - i. Financial Monitoring Report **

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

- c) **Nominations Committee** (Rebecca, Lori)
 - i. Rules for Criminal Records Check have changed. The Governance Committee will bring forward an update at the next meeting.

*Rosa joined the meeting.
3:24 PM*

5.2 Items from perpetual agenda list (Chair)

- a) **Dispute Resolution Policies**
 - i. Suggested policy changes to be reviewed at the next meeting.
 - ii. Christie will forward the policy via URL, not an attached document.

6. MONITORING

6.1 Executive Director Reporting

- a) **Ends Monitoring **** (Chair, ED) **(10 minutes)**

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

- b) **Executive Limitations Compliance Grey Boxes **** (Chair, ED) **(10 minutes)**
 - i. EL-5, EL-6, EL-12.
 - ii. Any ELs that require Board attention.
 - 1. EL 6, Part 1, #9 (to CC Finance and Audit Committee...) requires updating. The Governance Committee will bring forward an update at the next meeting.

*Motion: "To approve the Executive Limitations Compliance Report."
Emily / Rosa
Carried*

*Dana joined the meeting.
3:58 PM*

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

- a) **Governance Policy Review** (standing item)
 - i. **GP E3, iv, Employment**, requires an update. The Governance Committee will bring forward an update at the next meeting.
 - 1. Lori will email her comments to the Governance Committee.
 - ii. **Finance and Audit Committee Terms of Reference.**
 - 1. The Committee will meet to review/discuss.
 - 2. The Committee will bring forward suggestions at the next meeting.



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) Survey Monkey completed at the meeting.

Lori left the meeting.
4:48 PM

Lori joined the meeting.
4:54 PM

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

- a) Tuesday, March 12, 7-9 PM, Zoom.
- b) Tuesday, May 14, 7-9 PM, Zoom.
- c) AGM, Monday June 17, 3-4 PM, Zoom.

9. Adjournment * T

*Motion: "To adjourn the meeting at 5:04 PM, Tuesday, January 16, 2024."
Dana*

<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>