SOUTH WEST
DISTRICT FOR CULTURE, RECREATION & SPORT INC.

BOARD MEETING AGENDA
*Motion/Second ** Motion * Grey Boxes GB Time T*

Zoom Meeting **Tuesday, March 12, 2024** **7:00 PM to 9:00 PM** **(2 hours)**	**Join the Meeting:** **CLICK HERE** Full Zoom Log-In Details on Page 3

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.

1. **Expectations for the Meeting**
   1.1 See page 4.

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

3. **Approval of Agenda** ** *(Chair)* **(5 minutes)**
   3.1 Additions/Corrections, if applicable.

4. **PREVIOUS MEETING** **(5 minutes)**
   4.1 Approval of Previous Meeting's Minutes ** *(Chair)*
   a)   January 16, 2024, Zoom Minutes.

5. **BOARD BUSINESS** **(20 minutes)**
   5.1 Committee Reports
   a)   **Governance** Committee (Emily, Margaret)
   b)   **Finance and Audit** Committee (Dana, Rosa, Donna)
      i.   Financial Monitoring Report **
   c)   **Nominations** Committee (Rebecca, Lori)

   5.2 Items from perpetual agenda list *(Chair)*
   a)   **Membership Map**
   b)   **Insurance Review**
   c)   **Travel Rates**
   d)   **Dispute Resolution Policies** (tabled from previous meeting)

6. **MONITORING**
   6.1 Executive Director Reporting
   a)   **Ends Monitoring** ** (Chair, ED) **(10 minutes)**
      1.   *What topics did you identify as needing to be discussed at the board meeting?*
   b)   **Executive Limitations Compliance** Grey Boxes ** (Chair, ED) **(10 minutes)**
      i.   EL-2, EL-7, EL-14 + Time Sheet portion of EL-6.
      ii.   Any ELs that require Board attention.
      iii.   *Has anyone checked a grey box?*
         1.   *Grey box indicates discussion required.*
         2.   *No grey box indicates report is accepted and continue to next item.*

6.2 Governing Policies *(Governance Committee)* ** *(30 minutes)*
  a)   **Governance Policy Review** (standing item)
      i.   Prior to the meeting, board members complete the review survey for the following policies. Results ranked 5 or lower will be discussed at the meeting, to determine: (1) keep doing, (2) do more of, or (3) try differently.
      ii.   **GP pages 22-26**
          1.   **Use survey link:** https://www.surveymonkey.com/r/SNNRZD2
      iii.   **Results from GP pages 22-26**
      iv.   **GP E3, iv, Employment**
          1.   Governance Committee presents suggestions.
      v.   **Updated Committee Terms of Reference**
          1.   Finance and Audit Committee presents suggestions.
  b)   Motion to approve all GP changes. **

7.   IN CAMERA *(time as needed)*
  7.1 In Camera Prep *(Chair, Vice-Chair)*
  a)   Governance Policy 6/v/D: *The Board would choose an in-camera discussion, without the Executive Director present, <u>only</u> for:*
      i.   *Executive Director's ongoing/year-round performance evaluation.*
      ii.   *Executive Director's salary or payments.*
      iii.   *Executive Director fraud.*
      iv.   *Executive Director hiring/firing.*
      v.   *The annual audit.*

  7.2 Go In-Camera ** T *(Chair)*
  a)   Motion/Second/Time, to go in camera.
  b)   Executive Director leaves meeting (moved to Zoom Waiting Room).
  c)   In Camera discussion.

  7.3 Come Out of In-Camera ** T *(Chair)*
  a)   Executive Director returns.
  b)   Motion/Second/Time, to come out of in camera.
  c)   Record motions to be made from discussions, if applicable. **
  d)   Provide reference information for Executive Director.

8.   BOARD STRUCTURE AND PROCESS
  8.1 Meeting Evaluation *(Vice-Chair)*
  a)   Survey Monkey completed AT the meeting.
  b)   **Use survey link: https://www.surveymonkey.com/r/PDSC2BQ**

  8.2 Next Meeting Date and Details *(Chair)* *(10 minutes)*
  a)   Tuesday, May 14, 7-9 PM, Zoom.
  b)   AGM, Monday June 17, 3-4 PM, Zoom.

9.   **Adjournment** * T

Full Zoom Meeting Details

Join Zoom Meeting
https://us02web.zoom.us/j/85790189937?pwd=MGFWMnhaYmxUeDFxcXlwNWFsVEY3Zz09

Meeting ID: 857 9018 9937
Passcode: 434448

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• +1 669 900 9128 US (San Jose)
• +1 689 278 1000 US
• +1 719 359 4580 US

Meeting ID: 857 9018 9937

Find your local number: https://us02web.zoom.us/u/kwbDU0BDo

Meeting Expectations

read the info package prior to meeting

Productive and enjoyable

make the best of your available technology

Have fun but also be attentive

Camera On

advance notice if not attending, so quorum can be met

Respectful: Take turns Appropriate Language Don't interrupt

Start on time

Engaged: Ask questions Respond Motion/Vote

stick to what timings were polled