



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)**

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, Donna Marentette, Margaret Carey, Rosa Vazquez, Lori Crighton, Dana Dale, Christie Saas (Executive Director)

Regrets

Emily Bamforth,

- 1. Expectations for the Meeting**
 - 1.1 See page 4.
- 2. Call to Order T (Chair)**
 - 2.1 Meeting called to order at 7:02 PM, Tuesday, March 12, 2024
- 3. Approval of Agenda ** (Chair) (5 minutes)**
 - 3.1 Additions/Corrections, if applicable.

*Motion: "To approve the agenda as presented."
Rosa / Donna
Carried*

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

*Motion: "To approve the January 16, 2024, Board meeting minutes."
Donna / Margaret
Carried*

- 5. BOARD BUSINESS (20 minutes)**
 - 5.1 Committee Reports**
 - a) **Governance Committee (Emily, Margaret)**
 - i. Rules for Criminal Records Check have changed. The Governance Committee will bring forward an update at the next meeting.

*Lori joined the meeting.
7:06 PM*

- b) Finance and Audit Committee (Dana, Rosa, Donna)**
- i. Financial Monitoring Report **
1. Committee Terms of Reference changes, presented.
 - A. Add 'Audit process begins' to the perpetual agenda.
 - B. Make changes as presented, and amended, see images below.
 - C. Tabled until after the 2024 audit:
 - Consider aligning the Finance and Audit Committee members with the District authorized signers.
 - Consider preparing an audit summary page for presentation at the AGM, rather than presenting the entire audit report.
 - Further changes to be determined.

Responsibilities	When to Meet	What to Report at Meetings
<ul style="list-style-type: none"> • Review financial statement monthly, as prepared by the Executive Director. • Assess the Executive Director's compliance with Executive Limitations as they relate to finances. • Report violations to the Board. 	<ul style="list-style-type: none"> • MONTHLY, after monthly financials received/reviewed • As needed, if a concern arises. 	<ul style="list-style-type: none"> • Areas of concern. • Areas needing clarification. • The Executive Director's compliance with policy.
<ul style="list-style-type: none"> • Make recommendations for governance policy changes. 	<ul style="list-style-type: none"> • At EACH board meeting • MARCH, prior to April policy review board meeting 	<ul style="list-style-type: none"> • Changes required. • Rationale for changes. • Suggested wording for change.
<ul style="list-style-type: none"> • Ensure that an annual audit is conducted by a reputable accounting firm, prior to the Annual General Meeting. 	<ul style="list-style-type: none"> • MARCH, prior to year end • MARCH, prior to April policy review board meeting 	<ul style="list-style-type: none"> • Timelines ED has set up for the audit.

~~9. Carbon copy (C.C.) the Finance and Audit Committee on all correspondence with the auditor during the annual audit.~~

~~10. Report at the next regular board meeting when the audit process has started.~~

*Dana joined the meeting.
7:19 PM*

Motion: "To approve the presented, and amended, Finance and Audit Committee Terms of Reference."

*Donna / Margaret
Carried*

Motion: "To approve the Financial Monitoring Report."

*Donna / Lori
Carried*

Motion: "To approve the payment of \$5000 or less, to EhOS IT Solutions by e-transfer."

*Donna / Dana
Carried*

Motion: "To approve using surplus funds, if necessary, for wages for the March Great Plains College student."

*Donna / Rosa
Carried*



- c) **Nominations Committee** (Rebecca, Lori)
 - i. No new applications/nominations have been received.
 - ii. Board members are encouraged to purchase a membership, to be eligible to vote at the AGM, or ask to vote on behalf of a community group.

5.2 Items from perpetual agenda list (*Chair*)

- a) **Membership Map**
- b) **Insurance Review**
- c) **Travel Rates**
 - i. No changes.
- d) **Dispute Resolution Policies**

6. MONITORING

6.1 Executive Director Reporting

- a) **Ends Monitoring** ** (Chair, ED) **(10 minutes)**
 - i. The board will complete the year-end board survey at the May board meeting.

Motion: "To approve the Ends Monitoring Report."

Lori / Donna

Carried

- 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.
 - 1. Remove Insurance Review from the perpetual agenda for future March board meetings to avoid duplication with EL-7.
 - 2. Donna will review the employee holiday gift policy amount. Christie will send the full policy for reference.

Motion: "To approve the Executive Limitations Compliance Report."

Rosa / Margaret

Carried

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

- a) **Governance Policy Review** (standing item)
 - i. **GP pages 22-26**
 - ii. **GP E3, iv, Employment**
 - 1. Governance Committee presents suggestions. Tabled to next meeting.
- b) Motion to approve all GP changes. **
 - i. No changes.

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.
- b) Rosa's term on the board ends June 2024.

Motion: "To approve extending Rosa's term on the board for an additional year, in lieu of the year missed while on leave."

Donna / Lori

Carried

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.
 - i. The board will meet (stay on the Zoom call) immediately following the AGM to set dates for future meetings.

9. Adjournment * T

Motion: "To adjourn the meeting at 8:54 PM, Tuesday, March 12, 2024."

Margaret

<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>