

Board Meeting Minutes

Meeting Date	June 8, 2022	Meeting Location	Zoom Meeting
Start Time	6:00 pm	End Time	7:00 pm
Co-Chairs	Karen Galbraith/Dave Trumble	Minute Taker	Dana Soucie

Attendees Present (P):	Absent (A) /Regrets (R)
Dave Trumble, Karen Galbraith, Karen Gventer, Emily Morrison, Larry Livingston, Shirley Keaveney	Shawn Lawler, Waleed Aslam, Alexandra Oestreicher

Item No.	Agenda Item	Decisions/Recommendations/Actions
1.	Call to Order – Karen Galbraith <ul style="list-style-type: none"> a. Land Acknowledgement b. Quorum Call c. Conflict of Interest d. Attendance/Voting – Dave 	<ul style="list-style-type: none"> a. Welcome and Land Acknowledgement read b. Quorum not met – discussed email ratification process c. No conflict of Interest noted d. Dave - Discussed need for attendance and/or voting process until vacant board positions can be filled for full Quorum. Discussed need for recruitment. Thank you to all who have done a tremendous amount of work to bring us to a more stable financial position at this time. <p>Action Items: Dana will work on updating the website to remove Rozella no longer on board for aboriginal representation.</p>
2.	Approval of Agenda	Agenda approved as presented – moved by Dave Trumble, seconded by Larry Livingston. No new business added.
3.	Business Arising – Dave Trumble <ul style="list-style-type: none"> a. Offer Interim ED – Dana b. Offer Project Coordinator – Jordan c. 1 week Extension – Admin – Madison d. Interim ED Update Report e. Time and date of board meetings f. Safe Space g. Conflict of Interest – Annual review h. Hiring i. Layoff 	Dave - Acknowledged Sarah's position was short, discussed Dana's decision to step into the Interim ED role. Dana thanked the group for their support and provided some feedback on b, and c roles before ratifications outlining skills and HR decisions. <ul style="list-style-type: none"> a. Decision – moved by Emily Morrison, seconded by Karen Gventer, all present in favor, none opposed b. Decision – moved by Larry Livingston, seconded by Karen Gventer, all present in favor, none opposed c. Decision – moved by Karen Galbraith, seconded by Larry Livingston, all present in favor, none opposed d. Dana verbally presented her ED report on updates since taking over the Interim ED role on May 16. The message to public was discussed regarding SAO Pilot wind down and Sarah's resignation. Report attached to calendar meeting. Discussions and questions ensued to clarify report. e. Discussed the time and date of next board meetings. It was decided that we would skip the June third Tuesday meeting in lieu of current meeting and would return to the regular schedule as of July 19th – Third Tuesday of the Month f. Safe Space – Open discussions and questions arising from all board members addressed g. Conflict of Interest annual review required by the Ministry - Karen Galbraith updated on the most recent conflict of interest addressed with the Ministry. It was discussed that we will need

Board Meeting Minutes

Item No.	Agenda Item	Decisions/Recommendations/Actions
		<p>to review this policy for updates and will need to ensure signatures of new board members are on file. It was noted that our current policy did not clearly identify that we had a conflict in Karen's election position and may need to be reworded moving forward for better clarity.</p> <p>h. Hiring update – Dana advised that no further hiring will be done and that we are looking at outside contracts for core tasks for the positions of bookkeeping, graphic design and Labour market data analysis and report writing previously done by staff members.</p> <p>i. Layoff – Dana updated that at this time there are no looming layoffs due to financial shortfalls. With the layoff of SAO staff and resignations from other staff we will be moving forward with two permanent staff only. Dave made final comments to clarify this situation.</p> <p>Action Items:</p> <ul style="list-style-type: none"> - Dana to review that all current board members have current signed conflict of interest agreements. Will prepare and send via DocuSign
4.	New Business a. MLTSD – Kimberley de Miranda	a. No report at this time, representative not present at meeting
5.	Adjournment Time	7:14 pm – moved by Karen Galbraith, seconded by Larry Livingston
6.	Next Meeting (Third Tuesday of the Month)	Tuesday, July 19 th – 5:00 pm to 7:00 pm – Via Zoom Meeting

One Voice - Elevator Speech

We offer timely, relevant research, workshops, and projects that assist our community in understanding the ever-changing local labour market. By providing information on industry and employment factors we add value to the economic and education planning at the grass roots. We provide presentations to municipalities, schools and businesses on opportunities that exist within the region. Check us out at www.planningboard.ca.