

Board Meeting Minutes

Meeting Date	August 16, 2022	Meeting Location	Zoom Meeting
Start Time	5:00 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, Shawn Lawler	Waleed Aslam, Alexandra Oestreicher, Emily Morrison, Larry Livingston, Shirley Keaveney

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 	<ul style="list-style-type: none"> a. Welcome and Land Acknowledgement read b. Quorum – not met c. No conflict of Interest noted d. Voting will continue as discussed via email ratifications
2.	Approval of Agenda & Minutes	Agenda – moved by Dave, second by Karen Gventer – all approved Minutes – Discussed format changes for future minutes, reviewed action plans statuses. Approval of minutes moved by Karen Gventer, seconded by Dave – all approved
3.	Business Arising <ul style="list-style-type: none"> a. SOS Partnership – 2nd proposal b. Interim ED Report c. Interim ED Financial Summary d. Safe Space e. Board Vacancies f. Board logins g. Conflict of Interest Policy h. Other Policy Reviews i. AGM – Planning and date j. Request for Local Board Action Plan 	<ul style="list-style-type: none"> a. SOS staffing decision – moved by Karen Galbraith, seconded by Shawn – all approved b. ED read summary report of actions/tasks c. ED reviewed financial summary d. Safe space – carried to next meeting e. Discussed board vacancies and categories. Will create strategies including social media campaign to recruit new members. Directors’ application form is now working on the website again. f. All present and some other board members have advised they are able to access the directors’ login for documents. As of September meeting all documents will be shared via login only. Some areas and documents need to be updated. Dana is working on this with our website host. g. All COI signatures received except for one member, Dana will follow-up h. View Documents section has other policy copies for review. These will be reviewed annually at future meetings. Dana is in progress to clean up director access and move these for easier access into one spot with other modules. i. AGM planning was discussed – Need to give 60 days (2 month) notice. Need to set date – first week in Nov or Dec. Dana will work with Dave to draft a simple AGM agenda, no guest speakers this year. Keeping the event simple but highlighting accomplishments and upcoming projects. j. Request for Local Board Action Plan – A final action plan was submitted before deadline of August 11th. Feedback in form of email was received with request for some revisions and additional questions. Draft sent to executive for discussion with the Ministry. Meeting will be requested

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		Action Items – Business Arising: Dana – will add balance to bottom of proposals future so we know balance in restricted funds Dana – will request meeting with Ministry to discuss platform rebuild costs and revised action plan request from August 11 th email Dana – will forward media google alert emails to board in future. From verbal interviews monthly on unemployment rate release Dave – to sign cheque over \$5000 for auditors with bookkeeper as second authorization required Dave/Dana – will follow-up with past members and inquiries received for new members and confirm with current members their attendance at future meetings Dana – will update and ensure all board documents are most recent and uploaded to correct areas in directors login for future reviews Dana/Dave – Work on draft AGM agenda and material to send out notices. Decision on date needs to be secured. Dana will send Doodle poll with potential dates. First week Nov or Dec. Dana – Create drafts of poster and social media for review for recruiting new board members Dana – Will create inventory list and take photos of head office, future will book date for board to visit
4.	New Business	No new business
5.	MLTSD – Kimberley de Miranda	No report at this time, representative sent regrets for attendance
6.	Adjournment Time	6:15 pm – moved by Shawn , seconded by Karen Gventer
7.	Next Meeting (Third Tuesday of the Month)	Tuesday, September 20, 2022 – 5 pm to 7 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.