

Monthly Board Meeting Agenda

Meeting Date	October 18, 2022	Meeting Location	Zoom – Calendar Link	
Start Time	5:00 pm	Finish Time	7:00 pm	
Chair	Dave/Karen	Minute Taker	Dana	
Item No.	Agenda Item	Lead	Purpose	Time
1.	Call to Order			
	a) Land Acknowledgement b) Quorum Call c) Board Member Attendance Policy d) Call for Conflict of Interest	Dave	Quorum Call to Order	5 min
2.	a) Approval of Agenda b) Approval of Minutes – Sept 20th	Karen	Decision	5 mins
3.	Business Arising			
	a) Interim ED Report b) Interim ED Financial Summary c) Business Plan – January submission for next year funding d) Update on AGM Registrations to date	Dana	Information	15 mins
	e) Contracts/Financial Approvals a. Executive Director – Dana performance review and title change b. Re-engaging Retreated Survey Report – Alyson Nyiri c. Graphic Quote – Becker Elite Designs – Impacts of Low Unemployment	Dave	Decision	15 mins
	f) Safe Space/Mentoring	Dave	Questions and concerns	5 mins
	g) Board Members a. Directors access and website updates b. Recruitment - Vacancies	Karen	Information	5 mins
4.	h) Annual Policy Reviews a. COI document b. Board Governance c. Non-Profit Corporation updates	Karen	Action/Review	10 mins
5.	New Business			
	a) MLTSD ¹ – Kimberley (Core)		Updates from Ministry	5 mins
6.	Adjournment	Next Meeting: Zoom link - Registration Required - AGM – November 2 – 6 pm to 7pm		

¹ Ministry of Labour, Training and Skills Development