

# Board Meeting Minutes

<b>Meeting Date</b>	October 18, 2022	<b>Meeting Location</b>	Zoom Meeting
<b>Start Time</b>	5:00 pm	<b>End Time</b>	7:00 pm
<b>Co-Chairs</b>	Karen Galbraith/Dave Trumble	<b>Minute Taker</b>	Dana Soucie

<b>Attendees Present (P):</b>	<b>Absent (A) /Regrets (R)/ Conflict (C)</b>
Dave Trumble, Karen Galbraith, Karen Gventer, Shawn Lawler, Alexandra Oestreicher, Larry Livingston, Christy Bertrand	Emily Morrison (A), Shirley Keaveney(C),

<b>Item No.</b>	<b>Agenda Item</b>	<b>Decisions/Recommendations/Actions</b>
<b>1.</b>	<b>Call to Order – 5:08 pm</b> a. Land Acknowledgement (Karen) b. Quorum call (Karen) c. Board Member Attendance Policy (Dave) d. Call for Conflict of Interest (Dave)	a. Welcome and Land Acknowledgement read, moment of reflection b. Quorum – met as per bylaws. Late arrivals: Karen Gventer 5:09 pm, Larry 5:13 pm c. Reviewed attendance policy addressed and discussed regrets regarding absences expected and asked members to review (Bylaws). Dave accepted Waleed Aslam’s formal resignation from board d. No conflict of Interest presented, reviewed and advised members of Shirley’s conflict due to involvement in municipal election in Meaford, currently suspended her attendance due to conflict
<b>2.</b>	<b>Approval of Agenda &amp; Minutes</b> a. Agenda – October 18 Meeting (Karen) b. Minutes – September 20 Meeting (Karen)	a. Agenda Approval – Dana requested an addition to agenda approvals for Impacts of Low Unemployment – Alyson Contract \$8,000 - agenda moved by Dave, seconded by Karen Gventer – all in favor b. Minutes Approval – upon adding guest name Christy Bertrand to minutes approval moved by Shawn, seconded by Larry – all in favor
<b>3.</b>	<b>Business Arising</b> a. Interim ED Report (Dana) b. Interim ED Financial Summary (Dana) c. Business Plan – January submission for next year funding (Dana) d. Update on AGM Registrations to date (Dana) e. Contracts/Financial Approvals (Dave) <ul style="list-style-type: none"> <li>i) Executive Director – Dana performance review and title change</li> <li>ii) Re-engaging Retreated Survey Report – Alyson Nyiri (\$7500)</li> <li>iii) Graphic Quote – Becker Elite Designs – Impacts of Low Unemployment (\$2100)</li> <li>iv) Impacts of Low Unemployment Report Analysis and Writing – Alyson Nyiri (\$8000)</li> </ul> f. Safe Space/Mentoring (Dave) g. Board Members (Dave) <ul style="list-style-type: none"> <li>i) Directors access and website updates</li> <li>ii) Recruitment – Vacancies</li> </ul>	a. ED report read and questions clarified. Confirmed two meetings in November, AGM – Nov 2 <sup>nd</sup> and regular meeting November 15 <sup>th</sup> , Dana will update directors login to reflect. Discussed celebration event, potentially in one year need to celebrate 25 years of success, this year is our 25 <sup>th</sup> year. b. Dana reviewed current financial summary c. Dana advised the group that January our core projects and business plan will need to be submitted for 2023-24 project funding. Will bring list of potential projects for board feedback next board meeting d. Reviewed current registrations for AGM. Zoom registrations e. Contracts for Decision/Approval <ul style="list-style-type: none"> <li>i) Discussed moving Dana to Executive Director. Dana advised she is interested in moving into a permanent role following a performance review</li> </ul>

## Board Meeting Minutes

Item No.	Agenda Item	Decisions/Recommendations/Actions
	<p>h. Annual Policy Reviews</p> <ul style="list-style-type: none"> <li>i) COI document</li> <li>ii) Board Governance</li> <li>iii) Non-Profit Corporation updates</li> </ul>	<p>in light of the action plan that was requested by the Ministry. This will best reflect the learning plan for the new Executive Director. The Board Executive will revise the previous review to include the skills identified in the ED Search in the spring with the consultant. Motion to move forward with performance review process – Moved by Karen Galbraith, seconded by Shawn Lawler – all in favor</p> <ul style="list-style-type: none"> <li>ii) Re-engaging Retreated Worker – Contract approval for Alyson Nyiri – moved by Shawn Lawler, seconded by Karen Galbraith – all in favor</li> <li>iii) Graphic Quote approval – Impacts of Low Unemployment – Becker Elite Designs – moved by Dave, seconded by Larry – all in favor</li> <li>iv) Impacts of Low Unemployment Report – approval of Alyson Nyiri contract – moved by Dave, seconded by Shawn – all in favor</li> </ul> <p>f. Safe Space and Mentoring – Karen Galbraith assigned to new member Christy as mentor as part of the orientation process. Discussed process as a group and the importance of mentoring.</p> <p>g. Board Members – Carried to next month’s meeting agenda due to time constraints</p> <ul style="list-style-type: none"> <li>i) Access – Not reviewed due to time constraints, moved to next month meeting. Documents have been added for further transparency of finances and agreements.</li> <li>ii) Vacancies – referred to draft org chart, need to set up working group to review our current recruitment process and the makeup of the categories for vacancies. . Discussed having more of our stakeholders involved as board members. Add this to next month’s agenda for further discussions to move forward</li> </ul> <p>h. Annual Policy Reviews –</p> <ul style="list-style-type: none"> <li>i) COI documents all signed and up to date for the 2022-23 project year.</li> <li>ii) Moved review of documents and governance documents to next month to allow moved section to next month agenda. Members should be reading over the documents available in directors only login. New documents have been added to access that will need to be reviewed.</li> <li>iii) Discussed utilizing consultant expertise to update our bylaws to ensure we are meeting all nonprofit regulations. Need to review how we hire this consultant, discussed using transparent procedures such as RFP or multiple quotes. Dana will discuss this process with current accountant.</li> </ul>

## Board Meeting Minutes

Item No.	Agenda Item	Decisions/Recommendations/Actions
4.	<b>New Business</b> a. MLTSD – Kimberley de Miranda	New Business a. Ministry representative provided regrets to meeting verbally to Interim ED only b. Discussed the need to strategize regarding the restructuring and filling of operational roles vs the use of contracts. This is part of the undertakings that will be part of the formal action plan which is currently under revisions for resubmission. Currently using contracts for 2022-23 deliverables, in past we have had internal staff filling this unique and hard to find skill set. Dana will be sending action plan to board for review and feedback.
5.	<b>Adjournment</b>	7:24 pm – Meeting adjourned
	<b>AGM Reminder – Zoom Registration Required</b>	Wednesday, November 2, 2022 – 6 pm to 7 pm
	<b>Next Board Meeting (Third Tuesday of the Month)</b>	Tuesday, November 15, 2022 – 5 pm to 7 pm – Via Zoom

**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](http://www.planningboard.ca).