

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

Board Meeting Minutes

Meeting Date	September 20, 2022	Meeting Location	Zoom Meeting
Start Time	5:00 pm	End Time	7:00 pm
Co-Chairs	Karen Galbraith/Shawn Lawler	Minute Taker	Dana Soucie

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

Item No.	Agenda Item	Decisions/Recommendations/Actions
1.	Call to Order – 5:06 pm a. Land Acknowledgement b. Quorum Call c. Conflict of Interest d. Attendance/Voting e. Introduction of Guest Member	a. Welcome and Land Acknowledgement read b. Quorum – not met – 4 members, Min 5 as per bylaws c. No conflict of Interest noted d. Voting will continue as discussed via email ratifications when quorum is not met e. Introduction of Guest Member (recorded) began before the call to order and proceeding of board meeting for confidentiality purposes until she is approved as a member since quorum was not met
2.	Approval of Agenda & Minutes a. Agenda – September 20 th Meeting b. Minutes – August 16 th Meeting	a. Agenda Approval – Dana requested an addition to agenda approvals for Graphics to agenda as items 3, c, ii, - agenda moved by Karen Gventer, seconded by Alex – all in favor b. Minutes Approval – accepted as read, moved by Shawn, seconded by Alex – all in favor
3.	Business Arising a. Interim ED Report b. Interim ED Financial Summary c. Contract approvals i) Contract LLMP – Paul Knafelc ii) Graphic Quote – LLMP and Graphic Quote – Re-engaging retreated workers report d. Safe Space e. Board Recruitment f. Policy Updates/Reviews g. Annual General Meeting	a. Report read by Dana and questions clarified – websites list will report next month more detail. Bruce County was awarded SSM contract – initiated advisory committee. Reviewed status of deliverables and projects (6). (1) - Re-engaging retreated worker survey launched July, ends October. (2) - Impacts of Low Unemployment booking interviews with employers and focus groups October and November, (3) - EmployerOne Survey – looking to launch November 1 st – moved up from January launch, (4) EO manual draft in process, (5) LLMP – Paul underway gathering EO and Business Counts data. (6) Special Project – ON WFB – website links monitored and updated as required b. Updated Financial Summary reviewed with members. No update on August 19 th has been received to date. Dana advised updated financial documents have been linked to director login section documents c. Motions for contract approvals i) Moved by Karen Galbraith, seconded by Karen Gventer – all in favor ii) Moved by Karen Gventer, seconded by Alex – all in favor d. Safe Space discussions/questions i) Dana brought up the request to remove interim from title

Board Meeting Minutes

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		<p>and performance review due October, announcement of ED will take place at AGM</p> <p>ii) Alex – wanted to ensure her member status was valid – requirements discussed for geography and status of members</p> <p>e. Board Recruitment</p> <p>i) Christy Bertrand – New member application - Motion to approve – Moved by Shawn, seconded by Alex – all in favor</p> <p>i) Discussed open positions and recruitment efforts, Alex may have a representative for aboriginal and Kimberley’s application is on hold due to conflict of interest with municipal election, will touch base with her after October 24th.</p> <p>f. Dana advised that all COI signatures for 2022-23 have been received. Discussed the need to review attendance policy for members who have missed meetings. This will require decision following review of bylaws and attendance for 2022-23.</p> <p>g. Discussed the need for missing bios and photos for board member section as well Dana has linked and updated all documents including financials for 2022-23 to date.</p> <p>Action Items from discussions:</p> <ul style="list-style-type: none"> - Dana will add board members to newsletter sent out via MailChimp. Includes updates on upcoming projects and other relevant information monthly
4.	New Business a. MLTSD – Kimberley de Miranda	No report – Ministry rep not present, no regrets provided
5.	Adjournment	6:19 pm – No motion done formally to adjourn – all in favor
	Next Meeting (Third Tuesday of the Month)	Tuesday, October 18, 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.