

Monthly Board Meeting Agenda

Meeting Date	November 15, 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/Attendance c) Call for Conflict of Interest d) Guest Board Application – Kimberley	Dave	Quorum Call to Order	5 min
2.	a) Approval of Agenda b) Approval of Minutes – Oct 18	Karen	Decision	5 mins
3.	Business Arising			
	a) Interim ED Report b) Interim ED Financial Summary c) Staffing Updates – Jordan d) Action Plan Review e) Board Login Access – Present monthly documents	Dana	Information	15 mins
	f) Contracts or Approvals a. Motion to approve new board member - Kimberley	Dave	Decision	15 mins
	g) Safe Space h) Mentoring Program	Dave	Questions and concerns	5 mins
	i) Board Members a. Review and Sign off on Annual Documents b. Board vacancy recruitment c. Debrief 2022 AGM	Karen	Information	5 mins
4.	j) Annual Policy Reviews a. Professional Review and Grant b. Annual review process	Karen	Discussion	10 mins
5.	New Business			
	a) MLTSD ¹ – Kimberley (Core)		Updates from Ministry	5 mins
6.	Adjournment	Next Meeting: Zoom link – December – 6 to 7 pm		

¹ Ministry of Labour, Training and Skills Development