

Board Meeting Minutes

Meeting Date	November 15, 2022	Meeting Location	Zoom Meeting
Start Time	5:00 pm	End Time	7:00 pm
Co-Chairs	Dave Trumble	Minute Taker	Dana Soucie

Attendees Present (P):	Absent (A) /Regrets (R)/ Conflict (C)
Dave Trumble, Karen Gventer, Shawn Lawler, Alexandra Oestreicher, Larry Livingston, Christy Bertrand, Emily Morrison, Kimberley Inniss-Peterson (Guest)	Karen Galbraith (A)

Item No.	Agenda Item	Decisions/Recommendations/Actions
1.	Call to Order <ol style="list-style-type: none"> Land Acknowledgement Quorum Call/Attendance Call for Conflict of Interest Guest Board Application – Kimberley 	<ol style="list-style-type: none"> Welcome and Land Acknowledgement read, moment of reflection Quorum – met as per bylaws. No conflict of Interest presented Introductions of board members and introduction to Kimberley and her experience was presented to board members. Kimberley was excused from meeting to maintain confidentiality of information shared until application is voted on. Dana will update applicant on outcome and proceed with collecting COI signatures should it be approved before giving access to directors' login and documents for orientation and .
2.	Approval of Agenda & Minutes <ol style="list-style-type: none"> Agenda – November 15 Meeting Minutes – October 18 Meeting 	<ol style="list-style-type: none"> Agenda Approval – Moved by Christy, seconded by Larry, all in favor. Added to agenda discussion for action plan item 3.F to assign working group for board recruitment Dave moved, seconded by Christy, all in favor Minutes Approval – no changes noted, moved by Shawn, seconded by Christy, all in favor
3.	Business Arising <ol style="list-style-type: none"> Interim ED Report Interim ED Financial Summary Staffing Updates – Jordan Action Plan Review Board Login Access – Present monthly documents Contracts or approvals <ol style="list-style-type: none"> Motion to approve new board member – Kimberley Added – Action item 3.F, moving all other agenda items down Safe Space Mentoring Program Board Members <ol style="list-style-type: none"> Review and Sign off on Annual Documents Board vacancy recruitment Debrief 2022 AGM Annual Policy Reviews 	<ol style="list-style-type: none"> Dana presented ED report. Suggestions were provided for donations of trailer from board members, Dana will follow-up with contacts. Projects on track as per business plan, asked for members to promote and share for increased uptake of 2023 EmployerOne Survey in Huron and Perth areas specifically. Discussed extra attention for media requests around the current low unemployment rate and what our responses are with the pressure to provide solutions. Advised MOU for connect2jobs coming for new partnership with SSM to take over maintenance. Will bring that forward in December for approval. Financial summary reviewed Updated members that Jordan will be going on Maternity leave end of March, early April. Discussed the positions and skill sets that will be needed.

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	<ul style="list-style-type: none"> i) Professional Review and Grant ii) Annual review process 	<p>Dana will bring job postings to board meeting for discussion/approval at December meeting. Dana suggesting we hire in mid-February to ensure Jordan hands of tasks prior to her leave and that we have the appropriate staff skills available to move projects forward for both this year and . Also need someone for writing the report for EmployerOne.</p> <ul style="list-style-type: none"> d. Discussed action plan approved and posted in directors login. Advised that the ministry request for this action plan was to address concerns they had from issues that transpired in the spring. Discussed dates on action plan and what needs to be addressed now. e. Dana reviewed documents available in directors' login, new sections updated. Advised that this section was updated as per concerns addressed in request for action plan. To provide transparency to board members new documents have been added. Reviewed financial section documents, and contracts for review by board members, Ministry rep specifically asked if the core agreement is shared in documents. Dana will be asking members to sign off that these documents have been read and understood. Feedback to review the accessibility of this site was provided, suggested that we will need to look at updates with a consultant. f. Discussed new member application, specifically her involvement as independent business vs representing her employer – Business Bruce County rep. Motion to approve Kimberley's application was moved by Shawn, seconded by Larry, all in favor g. Board member committee appointment (action plan item 3.F). Moved by Christy, seconded by Shawn, all in favor. Discussed current bylaws outdated, and requirements of updating them are causing conflicts to adjust our recruitment to meet this action item. Discussed the need for strategic planning to set the vision before revising bylaws. All board members will continue to work on recruitment in addition to the committee work. Christy, Larry, and Alex have been appointed. h. Safe space i. Mentoring program was discussed. Karen Galbraith was looking for feedback on mentoring program as it has not been utilized for some time and just recently been reestablished. Looking for feedback if this of value to members. Member feedback was provided that this should be continued and is of value to new members j. Board Members <ul style="list-style-type: none"> i) Dana advised a sign off will be coming for members as per Action item 1.A – Directors only document section ii) Recruitment - discussed in appointment of subcommittee (Action item 3.F)

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		<ul style="list-style-type: none"> k. AGM Review – Noted that we are in our 25th year and due to the current years circumstances we did not plan a larger event for this. Need to celebrate the work being done, should consider leaving a mark and celebrate. Need to start planning, Executive Members to work on with ED and bring suggestions forward. l. Annual Policy Reviews <ul style="list-style-type: none"> i) Discussed action plan item – need to review bylaws to ensure we are in compliance and also prepare for new laws coming for 2024. It was suggested to meet with rep for this funding as we may not be eligible and is very competitive. Dana will get quotes for Non-profit lawyer to set costs. Strategic planning should be in conjunction to this action. Dana to discuss the timeline for this with Ministry rep as we may not be able to meet the date proposed in action plan. ii) Annual policy reviews – part of action plan to set up annual reviews to ensure documents are updated more regularly, add to December agenda for discussions
4.	New Business a. MLTSD – Kimberley de Miranda	New Business a. Ministry representative not present and no regrets formally provided
5.	Adjournment	Moved by Karen, seconded by Larry. All in favor
	Next Board Meeting (Third Tuesday of the Month)	Tuesday, December 20, 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.