

Board of Directors Meeting

Tuesday, January 12, 2021

6:30 pm – 9:30 pm

Via Zoom. Check BaseCamp, under Schedule for the link

Meeting Chairperson: Sarah Willey Thomas

Timekeeper & Governance Monitor:
Karen McIlroy

AGENDA

Agenda Item	Time	Function	Lead	Action Code
1. Welcome & Call to order	6:30 pm			-
1.1. Confirm quorum				-
1.2. Confirm minute taker.	3 min	Protect	Sarah, Tracey	-
1.3. Identification of Conflicts of Interest				I
2. Approval of the Agenda	2 min	Direct	Sarah	A
3. Closed Door Session (Board Only)				
3.1. Confidential Employment Matters	35 min	Expect	Sarah	DS, NS
4. In Camera Session (Board + ED)				
4.1. Decisions stemming from Closed Door	10 min	Direct, Protect	Sarah	D, NS
5. Strategic Discussion	7:20 pm			
5.1. Board Recruitment Campaign Update: Diversity, Equity & Inclusion	25 min	Reflect, Select	Teresa, Amanda	DS, NS
5.2. COVID-19 Business Continuity Plan	15 min			
• Scenario planning				
Break – 10 minutes	8:00 pm			
5.3. Enterprise Risk Management	8:10 pm			
• Inherent risk assessment	35 min	Direct, Protect	Sarah, Karen, Lori	DS, D
5.4. RisingOaks Early Learning Launch - Debrief	10 min	Respect, Expect	Lori	I, NS
6. Routine Business	9:00 pm			
6.1. Governance Policy Monitoring Compliance Reports				
• General Executive Constraints	5 min	Reflect	Karen	DS, A
• Policy Development				
6.2. Terms of Reference Revisions				
• Board of Directors				
• Finance and Audit Committee				
• Governance Committee	5 min	Direct	Karen	A
• Nominating Committee				
• Government Relations Advisory Committee				
6.3. By-Law Revision	5 min	Direct	Karen	A
7. Consent Agenda <small>The consent agenda is provided to approve or accept the following reports without discussion. If you have a question or require clarification, please email the Board President and Executive Director PRIOR to the meeting so that a response can be circulated. If you believe that an item in the Consent Agenda requires discussion (for reasons more substantive than clarification), you may request that it be removed from the consent agenda and placed on the regular agenda. This requires a motion from the Board prior to doing so.</small>				

Action Codes: A: approval

D: decision

I: information only

DS: discussion

NS: determine next steps

R: recommendation

U: update only



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Agenda Item	Time	Function	Lead	Action Code
7.1.Executive Director's Report - Dec 2020	9:15 pm 2 min	Reflect	Sarah	I
7.2.GR Advisory - Dec 14/20				I
7.3.Executive Director's Report - Nov 2020				I
7.4.Nominating minutes - Nov 23/20				I
7.5.Board Minutes - Nov 10/20				A
8. Complete Board Meeting Evaluations <ul style="list-style-type: none">You will need to use your phone, tablet or laptop	8 min	Reflect	Amanda, Teresa	U
9. Action Items	9:25 pm			
9.1.Confirm new action items	5 min	Expect	Tracey	NS
10. Adjournment	9:30 pm		Sarah	
Confirmation of upcoming meetings: <ul style="list-style-type: none">Jan 25: Nominating meeting via Zoom, 7:00 pmFeb 11: Governance meeting via Zoom, 7:00 pmFeb 16: Nominating meeting via Zoom, 6:30 pm - note earlier start timeFeb 23: Finance & Audit meeting via Zoom, 7:00 pmMar 4: GR Advisory meeting via Zoom, 6:30 pmMar 9: Board meeting via Zoom, 6:30 pm				

Action Items

1.

2.

3.

Notes