Owl
Child Care
Services of Ontario

Board of Directors Meeting

Tuesday, January 8, 2019
6:30 pm – 9:30 pm
St. Luke (Library)
550 Chesapeake Drive, Waterloo

Chairperson: Jen Banfield
Timekeeper: Kathryn Kosakowski
Governance Monitor: Kathryn Kosakowski

A G E N D A

Agenda Item	Time	Function	Lead	Action Code
1. Welcome	**6:30 pm**	Connect	Jen	-
2. Call to order	**6:35 pm**	Protect	Jen, Sarah	-
2.1. Confirm quorum	3 min			-
2.2. Confirm minute taker; certify proxies				-
2.3. Identification of Conflicts of Interest				I
3. Approval of the Agenda	2 min	Direct	Jen	A
4. Closed Door Session	**6:40pm**			
4.1. Executive Director's Performance	30 min	Expect	Jen	D, NS
5. Setting the Stage	**7:20 pm**		Kathryn	DS
5.1. BoardREADY discussion • Understanding the Limits of Data (PHL4) • Ensuring Strategic Legitimacy (AOL) • Listening to Stakeholders (PFD) • Nurturing a Design Orientation (AIT)	25 min	Connect, Reflect, Respect		
6. Strategic Discussion	**7:45 pm**			
6.1. Brand project update from Research and Discovery phase	60 min		Tina, Dean, BryanMills Ltd.	
7. Routine Business	**8:45 pm**			
7.1. Current financial position	5 min	Reflect	Doug	I
7.2. Policy Compliance Reports • Financial Management • Investments • Governance Model • General Executive Constraints • Policy Development	20 min	Protect	Kathryn	A
7.3. Nominating News • Recruitment campaign update • Director performance check-ins • Officer positions, committee chairpersons	5 min	Select	Jeremy, Selina	U, NS
8. Consent Agenda *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.*				
8.1. Executive Director's Report – Dec 2018	**9:15 pm**	Reflect	Jen	I
8.2. GR Advisory Meeting notes – Dec 13/18	3 min			
8.3. Executive Director's Report – Nov 2018				A
8.4. Nominating minutes of Nov 20, 2018				I
8.5. Board minutes of Nov 13, 2018 (x 2)				A

Action Codes: **A**: approval **D**: decision **I**: information only
NS: determine next steps **R**: recommendation **U**: update only

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Agenda Item	Time	Function	Lead	Action Code
9. Complete Board Meeting Evaluations	5 min	Reflect	Jeremy, Selina	**U**
10. Action Items	**9:23 pm**			
10.1. Confirm new action items	2 min	Expect	Sarah	NS
11. Adjournment	**9:25 pm**		Jen	

Confirmation of upcoming meetings:

- Jan 28 – Nominating meeting at the Admin office, 7 pm
- Feb 7 – Governance meeting at St. Luke, 7 pm
- Feb 12 - Director Check-in Self Assessments due to nominating@owlchildcare.org
- Feb 17 – Owl Friends and Family Swim 11:15 – 1:15 pm, Wilmot Rec Centre
- Feb 19 – Nominating meeting at the Admin Office, 7 pm
- Feb 26 – Finance meeting at St. Luke, 7 pm
- Mar 5 – Board meeting at John Sweeney, 6:30 pm
    - Dinner will be provided; Director Check-in meetings to take place during dinner

Action Items

1.
2.
3.
4.
5.

Notes

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