



**Tuesday, March 5, 2019**

6:30 pm – 9:30 pm  
John Sweeney CES (Library)  
[185 Activa Ave, Kitchener](#)

*Chairperson: Jen Banfield*  
*Timekeeper/Gov Monitor: Kathryn Kosakowski*

**A G E N D A - final**

Agenda Item	Time	Function	Lead	Action Code
<b>1. Welcome</b>	<b>6:30 pm</b>		Jen	-
1.1. Board evaluation report & discussion (working dinner)	30 min	Connect	Nominating committee	-
1.2. Board Director Check-ins				
<i>Board Nominees invited to join us at 7:00 pm</i>				
<b>2. Welcome &amp; Introductions</b>	<b>7:00pm</b>	Connect	Jen	
<b>3. Call to order</b>	<b>7:05 pm</b>			-
3.1. Confirm quorum	3 min	Protect	Jen Sarah	I
3.2. Confirm minute taker				I
3.3. Identification of Conflicts of Interest				DS
<b>4. Approval of the Agenda</b> <small>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>	2 min	Direct	Jen	A
<b>5. Strategic Discussion</b>	<b>7:10 pm</b>			
5.1. Strategic Priority – Strengthen our Brand • New brand strategy	45 min	Direct, Reflect, Expect	Tina Fernandez	DS, NS
5.2. Strategic Priority – Advocacy • Provincial Wage Enhancement Grant – Workforce strategy – Parent engagement	<b>7:55 pm</b> 15 min	Respect, Direct	Lori	DS, D
<b>6. Routine Business</b>	<b>8:10 pm</b>			
6.1. 2018 Audited Financial Statements	20 min	Reflect	Doug	A
6.2. Creation of Flex Care Spaces Fund				A
6.3. Reserve Fund Annual Report				I
6.4. Accumulated Surplus & Reserve policy revisions				A
6.5. Jan 2018 Financial Overview	5 min	Reflect	Doug	I
6.6. Nominating Update • Recommended Slate of Nominees • Board Orientation • Director Performance - key themes • Committee for upcoming year	5 min	Select Reflect	Jeremy, Selina	A
6.7. Governance Policy Monitoring Reports • Accumulated Surplus & Reserves • Board – Executive Director Relations • Evaluating the ED	10 min	Reflect	Kathryn, Lori	A



Agenda Item	Time	Function	Lead	Action Code
<b>7. Consent Agenda</b>				
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.				
7.1. ED's Report – February 2019	<b>8:45 pm</b> 5 min	Reflect	Jen	I
7.2. Governance Minutes of Feb 28, 2019				I
7.3. Finance & Audit minutes of Feb 25, 2019				I
7.4. Nominating minutes of Feb 19, 2019				I
7.5. Nominating minutes of Jan 28, 2019				I
7.6. ED's Report – January 2019				I
7.7. Board minutes of Jan 8, 2019				A
7.8. 2018-Q4 Strategic Plan Progress Report				I
7.9. 2018-12 Financial Statement package				I
<b>8. Complete Board Meeting Evaluations</b>	5 min	Reflect	Selina	U
<b>9. Action Items</b>				
9.1. Confirm new action items	5 min	Expect	Sarah	NS
<b>10. In Camera Discussion</b>				
10.1. Succession planning	<b>9:00 pm</b> 8 min	Connect	Kathryn, Jen	
<b>11. Closed Door Session (Board Only)</b>				
11.1. Approval of In Camera minutes Jan 8/19	1 min	Expect	Jen	A
11.2. Executive Director Performance Review	15 min	Expect	Jen, Kathryn	I
11.3. Update on Finance Committee In Camera with Auditors	2 min	Protect	Doug	I
<b>12. Adjournment</b>				
<b>9:25 pm</b>				
Confirmation of upcoming meetings:				
<ul style="list-style-type: none"> <li>• Mar 19 – Government Relations Advisory meeting, 7 pm at Admin</li> <li>• Mar 28 - Nominating meeting 7 pm at Admin</li> <li>• April 18 – Governance meeting, 7 pm at St. Luke</li> <li>• Apr 23 – AGM, 6:15 pm at Lincoln Road Chapel (wear red jackets)</li> <li>• Apr 29 – Finance &amp; Audit, 7:00 pm at St. Luke</li> <li>• Apr 30 – Board Orientation (all directors required to attend), 6:15 pm at John Sweeney            Note – individual and group board photos will be taken; dinner provided by EVO</li> <li>• May 7 – Board, 6:30 pm at St. Brigid, Ayr</li> </ul>				

**Action Items**

- 1.
- 2.
- 3.