



Tuesday, September 8, 2020

6:30 pm – 9:30 pm

Via Zoom: check BaseCamp Schedule for link

Chairperson: Sarah Willey-Thomas

Timekeeper & Governance Monitor: Karen McIlroy

AGENDA

Agenda Item	Time	Function	Lead	Action Code
1. Welcome	6:30 pm	Connect	Sarah	-
2. Connection Activity	10 min	Connect	Lori	-
3. Call to order	6:40 pm			-
3.1. Confirm quorum		Protect	Sarah, Tracey	-
3.2. Confirm minute taker; certify proxies	3 min			-
3.3. Identification of Conflicts of Interest				I
4. Approval of the Agenda	2 min	Direct	Sarah	A
5. Closed Door Session	6:45 pm			
• HR Matters, Private	15 min	Expect	Sarah	DS, NS
6. Strategic Discussion	7:00 pm			
6.1. Strategic Plan Progress Report 2020-Q2		Reflect	Sarah, Karen	I DS NS
• Assessment of current progress	35 min			
• Changes in internal/external environment				
• Plan extension – 6 months or 1 year?				
• Adjustments required to performance indicators?				
Micro Break – 5 minutes	7:35 pm			
6.2. Fund Development – OTF grant	10 min			
6.3. Corporate Transition		Reflect, Direct, Protect	Lori, with Paul & Teresa	U, NS
• Brand Guidelines	35 min			
• Timing, legal name change				
• Transition Plan/Timeline				
– Communication plan for staff, members, public				
7. Routine Business	8:20 pm			
7.1. Pandemic Plan and Financial Overview		Reflect	Doug, Lori, Sarah	DS, D
• Plus forecast to year-end	20 min			
7.2. Budget Planning & Timeline	5 min	Direct	Doug	I
7.3. School-age Fee Increase	10 min	Direct	Doug, Lori	D
Micro Break – 5 minutes	8:55 pm			
7.4. Governance Policy Monitoring		Reflect	Sarah	A
Compliance Reports	9:00 pm 10 min			
• Member & Stakeholder Relations				
• Staff Treatment				
• Risk Management				
7.5. Nominating		Connect, Select	Amanda, Teresa	I, NS
• Standing for re-election?	9:10 pm			
• Board Development Day, Oct 4?	10 min			

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



Agenda Item	Time	Function	Lead	Action Code
8. Consent Agenda <i>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.</i>				
8.1. Executive Director's Report - Aug 2020	9:20 pm 2 min	Reflect	Sarah	I
8.2. Executive Director's Report – July 2020				I
8.3. Board Meeting minutes of July 13/20				A
8.4. Q2 Financial Statements – Jun 2020				I
8.5. GR Advisory minutes – Jun 16/20				I
8.6. Governance minutes – Jun 11/20				I
8.7. AGM minutes – May 19/25, 2020				A
8.8. Board Meeting (closed-door) minutes of May 12/20 (circulated separately)				A
8.9. Board meeting minutes of May 12/20				A
9. Complete Board Meeting Evaluations • You will need to use your phone, tablet or laptop	8 min	Reflect	Amanda, Teresa	U
10. Action Items	9:30 pm			
10.1. Confirm new action items	5 min	Expect	Tracey	NS
11. Adjournment	9:35 pm		Sarah	
Confirmation of upcoming meetings: <ul style="list-style-type: none"> • Sep 16 – Nominating 7 pm via Zoom • Sep 21 – Finance & Audit 7 pm via Zoom • Oct 1 – Government Relations, 6:30 pm via Zoom (rescheduled from Sept 3) • Oct 4 – was supposed to be strategic planning. Did you want to do board development? • Oct 8 – Governance 7 pm via Zoom • Oct 20 – Finance & Audit 7 pm via Zoom • Nov 10 – Board 6:30 pm via Zoom • Nov 24 – Nominating 7 pm via Zoom • Dec 4 – Board Social (to be determined) • Dec 10 – GR Advisory meeting 6:30 pm via Zoom 				

Action Items

- 1.
- 2.
- 3.

Notes
