

**Governance Committee Meeting Minutes: Monday, March 1, 2021 6:00 pm via Zoom**  
**Attendees: Doug Abbott, Susan Schikofsky, Brenda Warnock (chair, recorder)**

1. Governance ToR reviewed looking at progress to date with responsibilities: work on Policies and Procedures ongoing. QIP and dashboard work to be clarified at next Board mtg.
2. Board Educational & Tasking Schedule 2020-2021 reviewed for progress to date.
3. Executive Committee ToR reviewed: decision to keep as is for now and review in new Board Year 2021-2022. Current ToR reflect By-Law 5.01-5.06.
4. Leadership Team mtgs: ED-NP Lead, Chair and Vice-Chair: Recommendation: acknowledgement of current practice to meet as needed to be recognized in Policy & Procedure 2011-10 Position Description – Board Officers. Consultation role to be added to Chair and Vice Chair descriptions. Activities supported by By-Law Article Four: 4.04, 4.05 and 4.08.
5. Policy on In Camera Sessions Confidentiality 2011-06: draft policy presented by Jennifer for consideration when revising Board policy. Will not be adding In Camera session to Board mtg template at this time.
6. Board Manual Forms: have been reviewed and revised. Orientation Checklist Form work almost completed by Susan and Brenda.
7. February Board mtg decision regarding Office/HR Administrator signature to be reviewed in light of By-Laws and Financial Policy & Procedure ORG2014-01 with possible changes to accommodate practice.
8. Alliance Board to Board Report: recommend it be sent out to all Board Members and not just posted on Board Portal. (4 times per year)
9. Finance Committee Terms of Reference: current status of ToRs reviewed. Suggestion to have a combined Finance and Audit Committee came from Auditor due to our small size. Doug will send members a February 9<sup>th</sup> draft for consideration. Draft revisions to be compiled in one document and sent out to Finance Committee members for consideration and feedback.
10. Policies & Procedures: recommendations: Eliminate Policy 2011-07 Board Attendance and add statements to Policy 2011-05 Duties, Obligations & Expectations of Directors as Attendance is already addressed in this document. Eliminate Policy 2011-09 Board Evaluation and add statements to Policy 2011-02 Statement of the Roles & Responsibilities of the Board as Evaluation is already addressed in this document.
11. Next Meeting: Monday, March 15<sup>th</sup> 6-7pm zoom