

Governance Committee Meeting Minutes: Monday, April 19th, 2021 6:00 pm via Zoom
Attendees: Doug Abbott, Susan Schikofsky, Brenda Warnock (chair, recorder)

1. Standing Committee Evaluation: completed with recommendation to the Board to maintain 3 members on the committee in order to accomplish the work load.
2. Board Year End Evaluation: reviewed – new question re effectiveness of Zoom mtgs will be added. Revised edition to be sent to Ashley to set up on line questionnaire format- will be introduced at the May Board mtg and sent out to members following meeting with a return target date of May 26th 4pm. Answers will be collated by Ashley and sent to Governance Committee who will then analyze answers and present findings to the Board at the June mtg
3. Revised Board mtg template reviewed – will be used at the May Board mtg
4. June 2020 AGM proposed and approved By-Law No. 1 changes require signatures of Chair and all Board members: Doug will follow up with process of obtaining needed signatures
5. Finance Committee Terms of Reference – proposed revisions sent to Steve and Lil for feedback before presenting to Board for approval at May Meeting.
6. Policies and Procedures work: The following documents have been approved by the Board and are submitted for final editing – these documents will then be signed by Doug and posted in the Board Manual on the Portal.

2011-01 Accountability

2011-02 Roles & Responsibilities of the Board

2011-03 Conflict of Interest

2011-04 Code of Conduct

2011-05 Duties, Obligations and Expectations of Directors

2011-10 Position Description of Board Officers

The following documents have deleted:

2011-07 Board Attendance

2011-09 Board Evaluation

Continued work: 2016-01 Credit Card – approval for 10,000.00 limit on one credit card to ED-NP Lead was obtained on the April 14, 2020 Board mtg. - resubmit to Board at May mtg for approval of policy

2018-01 Travel and Related Expenses- to be presented at May Board mtg

Outstanding Policies

2011-08 Recruitment and Selection of Board members

2016-02 Unity of Control

2016-06 Confidentiality

Org 2014-01 Financial Management

7. Next Governance Meeting: Monday May 3, 2021 6-7pm by Zoom