



**Tuesday, January 14, 2019**

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

*Chairperson:* Kathryn Kosakowski  
*Governance Monitor/Timekeeper:*  
Sarah Willey-Thomas

## AGENDA

Agenda Item	Time	Function	Lead	Action Code
1. Welcome	6:30 pm	Connect	Kathryn	-
2. Call to order	6:35 pm	Protect	Kathryn, Dorothy	-
2.1. Confirm quorum	3 min			-
2.2. Confirm minute taker				-
2.3. Identification of Conflicts of Interest				I
3. Approval of the Agenda	2 min	Direct	Kathryn	A
4. Closed Door Session	6:40pm			
4.1. Executive Director’s Performance	45 min	Expect	Kathryn	D, NS
5. Setting the Stage	7:25 pm	Connect, Reflect, Respect	Paul, Teresa	DS
• Naming Strategy – the highlights	10 min			
6. Strategic Discussion	7:35 pm			
6.1. Naming Sprint Group Brainstorming session re Brand Project	60 min	Reflect, Respect	Paul, Teresa	DS, D
7. In Camera Meeting	8:35 pm	Direct, Protect, Respect	Lori	NS, D
7.1. Strike contingency planning	25 min			
8. Routine Business	9:00 pm			
8.1. Current financial position	5 min	Reflect	Karen	I
8.2. Policy Compliance Reports	5 min	Protect	Sarah	A
• General Executive Constraints				
• Policy Development	10 min	Select	Amanda, Teresa	U, NS
8.3. Nominating News				
• Recruitment campaign update				
• Director performance check-ins				
• Officer positions, committee chairpersons				
9. Consent Agenda <small>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.</small>				
9.1. Executive Director’s Report – Dec 2019	9:20 pm	Reflect	Kathryn	I
9.2. GR Advisory Meeting notes – Dec 12/19	2 min			
9.3. Executive Director’s Report – Nov 2019				A
9.4. Governance minutes – Nov 15/19				
9.5. Board minutes of Nov 12/19 (x 2)				A
10. Complete Board Meeting Evaluations	5 min	Reflect	Amanda, Teresa	U

**Action Codes:** A: approval

NS: determine next steps

D: decision

R: recommendation

I: information only

U: update only



# Board of Directors Meeting

Agenda Item	Time	Function	Lead	Action Code
<b>11. Action Items</b>	<b>9:27 pm</b>			
11.1. Confirm new action items	2 min	Expect	Dorothy	NS
<b>12. Adjournment</b>	<b>9:30 pm</b>		Kathryn	
Confirmation of upcoming meetings: <ul style="list-style-type: none"><li>Jan 17 – 12:00 pm, deadline to submit application to stand for re-election</li><li>Jan 27 – Nominating meeting at the Admin office, 6:30 pm</li><li>Feb 13 – Governance meeting at St. Luke, 7 pm</li><li>Feb 10 - Director Check-in Self Assessments due to <a href="mailto:nominating@owlchildcare.org">nominating@owlchildcare.org</a></li><li>Feb 16 – Owl Friends and Family Swim 11:15 – 1:15 pm, Wilmot Rec Centre</li><li>Feb 18 – Nominating meeting at the Admin Office, 7 pm</li><li>Feb 25 – Finance meeting at St. Luke, 7 pm</li><li>Mar 10 – Board meeting at John Sweeney, 6:30 pm<ul style="list-style-type: none"><li>Dinner will be provided; Director Check-in meetings to take place during dinner</li></ul></li></ul>				

## Action Items

- 1.
- 2.
- 3.
- 4.
- 5.

## Notes