



# Board of Directors Meeting

**Tuesday, March 10, 2020**

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

**Meeting Chairperson** Sarah Willey-Thomas  
**Timekeeper/Gov Monitor:** Karen McIlroy

## AGENDA

Agenda Item	Time	Function	Lead	Action Code
<b>1. Welcome</b>	<b>6:30 pm</b>		Sarah	-
1.1. Board evaluation report & discussion (working dinner)	30 min	Connect	Nominating committee	-
1.2. Board Director Check-ins				
<b>Board Nominees invited to join us at 7:00 pm</b>				
<b>2. Welcome &amp; Introductions</b>	<b>7:00pm</b>	Connect	Sarah	
<b>3. Call to order</b>	<b>7:05 pm</b>			-
3.1. Confirm quorum	3 min	Protect	Sarah Dorothy	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	Sarah	A
<b>5. Strategic Discussion</b>	<b>7:10 pm</b>			
5.1. Strategic Priority – Strengthen our Brand <ul style="list-style-type: none"> <li>Review of testing data</li> <li>Selection of new name</li> </ul>	60 min	Direct, Reflect, Expect	Lori, with Tina Fernandez	DS A, NS
5.2. Risk Appetite Statements	15 min	Direct	Sarah	A
<b>6. Routine Business</b>	<b>8:25 pm</b>			
6.1. Presentation of 2019 Audited Financial Statements	20 min	Reflect	Karen	I
6.2. Reserve Fund Annual Report				A
6.3. Financial Approvals: <ul style="list-style-type: none"> <li>Rescind prior approval of transfer from playground fund in May 2019</li> <li>Approval of Audited Statements</li> <li>Approval of revised 2020 budget</li> <li>Approval of playground funds for 2020</li> </ul>				A
6.4. Governance Policy Monitoring Reports <ul style="list-style-type: none"> <li>Accumulated Surplus &amp; Reserves</li> <li>Board – Executive Director Relations</li> <li>Evaluating the ED</li> </ul>	5 min	Reflect	Sarah, Lori	A
<b>Board Nominees to depart</b>				
6.5. Nominating Update <ul style="list-style-type: none"> <li>Recommended Slate of Nominees</li> <li>Board Orientation</li> <li>Director Performance - key themes</li> <li>Committees for upcoming year</li> </ul>	5 min	Select Reflect	Teresa	A DS



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<b>7. Consent Agenda</b> <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>				
7.1. ED's Report – February 2020	<b>8:55 pm</b> 5 min	Reflect	Sarah	I
7.2. Board In Camera minutes of Feb 26/20				
7.3. Finance & Audit minutes of Feb 25,2020				I
7.4. Nominating minutes of Feb 18, 2019				I
7.5. Governance Minutes of Feb 13, 2020				
7.6. Nominating minutes of Jan 27, 2019				I
7.7. ED's Report – January 2020				I
7.8. Board minutes of Jan 14, 2020				A
7.9. 2019-Q4 Strategic Plan Progress Report				I
7.10. 2019-12 Financial Statement package				I
<b>8. Complete Board Meeting Evaluations</b>	5 min	Reflect	Amanda	U
<b>9. Action Items</b>	<b>9:05 pm</b>			
9.1. Confirm new action items	2 min	Expect	Dorothy	NS
<b>10. Closed Door Session (Board Only)</b>	<b>9:07 pm</b>			
10.1. Approval of Closed Door minutes Jan 14/20	1 min	Expect	Sarah	A
10.2. Executive Director Performance Review update	15 min	Expect	Sarah	I
10.3. Update on Finance Committee In Camera with Auditors	2 min	Protect	Karen	I
<b>11. Adjournment</b>	<b>9:25 pm</b>		Sarah	
Confirmation of upcoming meetings: <ul style="list-style-type: none"> <li>March 24 – Government Relations Advisory meeting, 7 pm at Admin</li> <li>March 30 - Nominating meeting 7 pm at Admin</li> <li>April 9 – Governance meeting, 7 pm at St. Luke</li> <li>Apr 21 – AGM, 6:15 pm at Lincoln Road Chapel (wear red jackets)</li> <li>Apr 27 – Finance &amp; Audit, 7:00 pm at St. Luke</li> <li>Apr 28 – 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 12 – Board, 6:30 pm at St. Brigid, Ayr</li> </ul>				

## Action Items

- 1.
- 2.
- 3.