

Centre Wakefield La Pêche (CWLP)

Minutes – Special Board Meeting of 07 Mar 23

Present : Peter Gillies, Carly Woods, Lindsay Farley, Chris Harris, Vicki Carlan, Pamela Ross, David Park

Meeting started : 7:10 PM

Vicki gave the Land acknowledgement

Peter took the Chair.

1. Request for new office equipment:

Discussion:

- David Proposed purchasing one new laptop and a 4TB external hard drive
- Suggestion talked down

Action: Douglas to provide a list of requirements for Vicki for procurement. Timeframe: this week

Action: Pam to loan a computer for the short term. Timeframe: next few days

Action: Repair to be arranged for one of two existing laptops. Timeframe: Near future

2. Presentation of Vicki's 28Feb23 six-month staffing plan

Link:

[Spring 2023 Staffing at CWLP – Proposal from Vicki.docx \(dropbox.com\)](#)

Summary from Peter:

- Jess Harris started this week managing Events Admin – front end with client booking and backend with billings and Amber. 10 Hours per week. Welcome Jess!
- Laura will focus on client support – making the event happen and ensuring happy customers. X Hours per week???
- Lindsay? Make an offer without a competition?
- Vicki proposal To supervise
- Amber is on board until the end of March at least. Negotiations continue

David: Question: When was Jess Harris' hiring approved?

3. Question of hiring Lindsay Farley

Discussion:

- a) Urgency to bring a person with Lindsay's skills onboard, and/but
- b) Ethical issues around "board member to staff member" hiring

Motion: Proposed & Seconded by ? That Lindsay Farley be hired without a competitive process in a temporary position titled Program and Volunteer Manager for six months from acceptance. Carried

4. Judy Webb Board appointment

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**Discussion:**

- Peter reported that Judie Webb has accepted the offer agreed upon at the 02 March Board meeting.
- Pam reminded us we need a minimum of seven Board members

**Motion:** Proposed and seconded by? to appoint Judie Webb a temporary Board member as liaison to the MING. Carried

**Action:** Lindsay will now step down from the Board

**Action:** Peter will inform Judy

5. Discussion of Laura's future position

**Motion:** Pam/David: That we immediately terminate Laura Birks' current contract & that she be offered a new contract for two months at \$25 per hour in her new position (as described in Vicki's proposed Spring HR Plan) with a minimum of 25 hours per week and maximum of 40 hours per week payable upon timely submission of time sheets (Friday submission for Monday processing). Carried

**Action:** Vicki to inform Laura Birks of the employment contract changes for her as decided by the Board and to offer a new contract. Timeframe: By Friday, March 10<sup>th</sup>, 2023

General agreement that all HR contracts are for six months.

**Discussion:** Moving forward with Amber Duncan

Adjournment: 8:35