

APPROVED MINUTES

Centre Wakefield LaPêche
ORDRE DU JOUR / AGENDA Conseil d'administration
Thursday October 06, 2022
(Hybrid meeting at the Community Centre)

Attendance

Board

Vicki Carlan
Peter Gillies (remote)
Kathleen Lauder (remote)
Hélène Giroux (remote)
Lindsay Farley
Andrea Rowe (Founding Partners Rep)
Chris Harris
David Park

Staff

Carolyn Nolan - GM

Absent

Pam Ross (MLP rep)
Carly Woods

1 Approval of Agenda

Motion: To approve the agenda, moved by Kathleen and seconded by Helene approved unanimously

2 Approval of Minutes

Minor amendments to the minutes were discussed and minutes updated.

Motion: To approve the board minutes of the meeting held on September 15, 2022 Approved by Andrea, seconded by Kathleen, approved unanimously

3 Working Together

Board norms and behaviours were discussed.

ACTION: Vicki to consolidate recommended norms and behaviours for presentation at next Board meeting.

4 Financial Report

There was no financial report available.

Resolution: Approval of signing authority as attached.

Action: Peter (Treasurer) to work with Carolyn (GM) to update signing authorities with the CWLP's financial institution (Desjardins)

GM reported on progress of transition for the staff. GM reported the unexpected overtime taking place for both the GM and the Community Coordinator (CC) with the CC working close to 120 hours the past two weeks. This is well above 20 hours/week planned for this position.

GM requested clarification on the process related to changes in staffing associated with pay and hours of work. Chair noted that any changes that would change the approved budget would need to be approved by the Board. GM has discretion to adjust staff hours within the parameters of the approved budget to best meet the needs of the centre while also supporting work-life balance for staff.

5. AGM Report and Follow-up

Deferred

ACTION: All board members to send notes to Vicki concerning their take aways from the AGM

6. Strategic Planning/Future of the Centre

The need for a strategic plan was discussed as a priority and it was agreed that this would be done under the leadership of the Board Executive Committee. It was noted that we have a grant from ELAN for \$15,000 which could cover costs for this and that it would end in March 2023.

MOTION: Moved by Helene and seconded by Peter to sign a contract with Carol Steuri to guide our strategic planning process using the ELAN grant of \$15,000

7. Introducing the Committee and Committee Engagement Process

Vicki suggested 4 committees plus an Executive Committee be structured. She advised that she would be following up to identify chairs, members, and roles of these committees before the next board meeting.

ACTION: Governance Committee Chair (Kathleen) to present draft Terms of Reference, final membership composition and proposed 1 year workplan at next Board meeting.

8. Adjournment

The meeting was adjourned at 9:15.