

Good Governance – Meaningful Community Engagement – Financial Sustainability

**In Camera Meeting of the CWLP Board of Directors**

**January 12, 2023**

**7:15 pm. To 9:30 p.m.**

**Zoom Meeting**

**Present:** Peter Gillies, Andrea Rowe, David Park, Kathleen Lauder, Vicki Carlan, Carly Woods, Lindsay Farley, Chris Harris, Pam Ross (joined at 8 PM)

	Agenda Item	Discussion
7:15	Welcome (Victoria) - Land acknowledgement	Vicki explained that the purpose of this meeting is to finalize a plan for the next three months and the Board/Committee/Operations structures to implement it.
	Approval of Agenda	<b>Motion:</b> David moved approve the agenda as presented.  Second: Chris Harris Approve: Unanimous
	Conflict of Interest	No conflict of interest was reported
	Approval of January 3 <sup>rd</sup> In Camera Board meeting	<b>Motion:</b> David approved the minutes as amended (attached)  Second: Andrea Approve: Unanimous
	Follow-up on Action Items from January 3 <sup>rd</sup> 2023	Vicki noted that the action items of the January 3 meeting had been completed.
7:30	<b>Governance</b>  Kathleen – Chair of Governance Committee	Kathleen presented the Governance Committee Workplan to March 31, 2023 (attached). It was decided that committee plans should go until the next AGM when a new board would be elected. It was noted that the governance committee should also prepare a board orientation package and new board members should be properly oriented. It was also noted that TW got funding from ELAN for board governance and that this funding may be available to CWLP for the governance workshop which is in the plan for this year. Kathleen also noted the plan to support the chair to conduct a survey after each board meeting and an end of the year evaluation of the board through which all board members can help to improve the effectiveness and efficiency of the board.  Kathleen noted that she had set up a dropbox folder and invited all board members to it. She continues to work on it. It is providing a streamlined and easy to access library of all important documents for board members. This is the link for the board documents: <a href="https://www.dropbox.com/sh/blpkiulaf1zyfz9/AADGj9eEJ1GAd0n-T1Jmmp10a?dl=0">https://www.dropbox.com/sh/blpkiulaf1zyfz9/AADGj9eEJ1GAd0n-T1Jmmp10a?dl=0</a> . This is the link for the In Camera meetings: <a href="https://www.dropbox.com/sh/z8b9idk698t6nsm/AACw20i7M3-_KtNTsRjCknaDa?dl=0">https://www.dropbox.com/sh/z8b9idk698t6nsm/AACw20i7M3-_KtNTsRjCknaDa?dl=0</a>

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7:45 **Finance and Fundraising**

Peter – Chair of Finance and Fundraising Committee

Draft ToRs for the Finance and Fundraising committee had been shared for approval at this meeting. There were several suggestions for improving the ToRs, including the need to ensure that the rental revenues were maximized in an effort to make the CWLP self sustaining. There were also suggestions for adding to the committee members. Both Carly and Chris asked to join the committee.

**ACTION: Peter will ask Bob Gibson to join this committee.**

A draft RFP for recruiting a firm to help with our financial management needs had been proposed for discussion. Vicki reported that Amber has agreed to extend her contract until March 31 and wants to become an employee. We will continue to look to recruit a firm which would have a broader scope than that of Amber and who would handle other aspects of our financial management. Amber will do some streamlining of our financial systems such as improving our chart of accounts and processes for working with staff to send and process invoices and payments.

**ACTION: The F&F committee will review the its ToRs and suggest changes as appropriate to be brought to the board for approval by the next board meeting.**

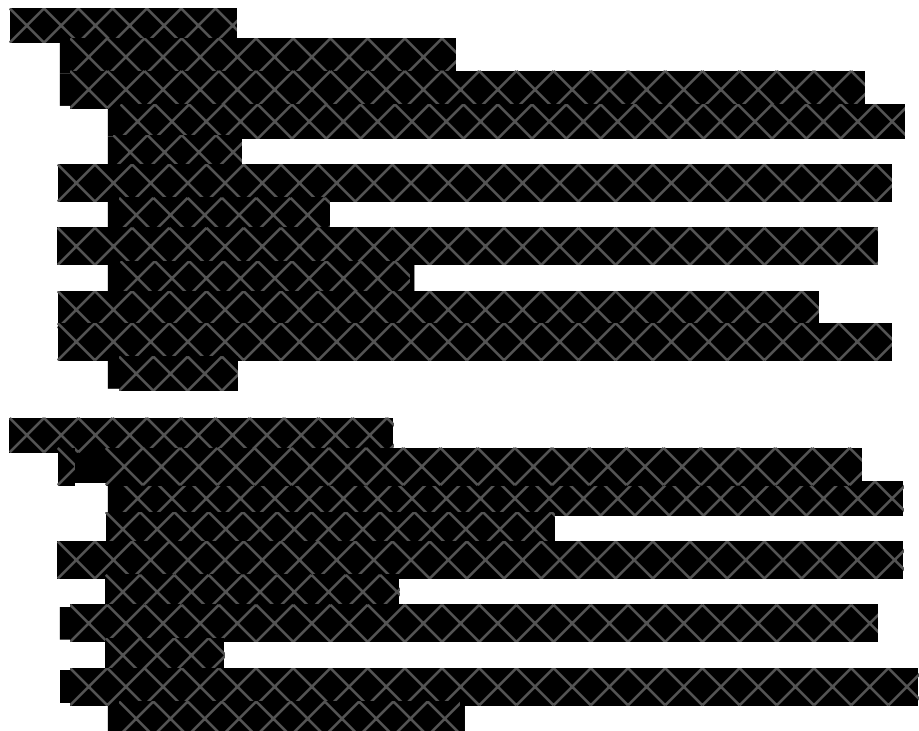
**ACTION: The F&F committee will return to the board with a process for recruiting a firm to manage our book-keeping and financial management requirements by the next board meeting.**

Forward Agenda Item: Financial Status Update and Overview Annual Planning and Budget Process

8:15 **Our People & Our Community**

Victoria Carlan

- Debrief on Lessons Learned in HR – Process focused (20 mins)
  - Round table what did we do well – what should we do differently



Moving Forward

Vicki had worked with Carly and Lindsay and Laura on a plan for staffing to keep the centre open and functional until we can put in place a longer term plan. This plan had been shared with board members in preparation for this meeting.

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

9:58

David proposed a motion to adjourn . Seconded by Lindsay.  
Passed unanimously

**Proposed Upcoming Board Meetings**

Monday, January 30<sup>th</sup> 7:00 p.m. to 8:00 p.m. ZOOM

- F & FR Committee recommendations on Accountant/Accounting Firm Contract
- Operations Update – HR, Volunteers

Thursday, March 2, 2023 – 7:15 p.m. to 9:15 p.m. ZOOM

- Financial Update
- Mortgage Renewal
- Annual Planning and Budgeting Process

## Guiding Principles for CWLP Board of Directors. 2022-2023

<b>Respectful</b>	<ul style="list-style-type: none"><li>• Start and end meetings on time – everyone arriving on time and prepared to actively participate</li><li>• Listen (encourage people to finish their ideas) and validate understanding to ensure there is a shared understanding of opinions and experiences share</li></ul>
<b>Inclusive</b>	<ul style="list-style-type: none"><li>• Take the time to get to know each other and bring a positive attitude to Board meetings</li><li>• Provide an opportunity for the community to provide input and participate in a dialogue with Board</li></ul>
<b>Focused</b>	<ul style="list-style-type: none"><li>• Well-designed (tight) agendas</li><li>• Discussion stays focused on the agenda item</li><li>• Work as a team (not as individuals)</li><li>• Everyone to remain committed to a unified purpose</li></ul>
<b>Open-minded</b>	<ul style="list-style-type: none"><li>• Be curious about and open to new ideas (i.e., every idea has its merit)</li></ul>