

**Centre Wakefield LaPêche**  
**DRAFT MINUTES / Conseil d'administration**

Thursday November 17, 2022 @7:00-9:30pm CWLP – Community Centre - Lounge

Time pm	Item	Presenter	For Decision, Discussion, or Information	Result
7:00	Arrival (Lounge Open)	NA		Snacks and drinks enjoyed by board members. Thank you to Vicki and Carolyn for providing them.
7:15	Welcome	Chair		
	<b>Approval of Minutes of Previous Board Meeting</b> <i>Minutes-2022-10-06 Draft</i>	Chair	<b>Decision</b>	<b>MOTION: Peter moved and David seconded approval of the Octobr 6<sup>th</sup> minutes as presented with amendments as follows: add David's name to those who attended; approval of contract with Martin Convoy and correct typo for 'parameter'. Carried unanimously.</b>
	<b>Follow up on Action Items from Previous Board meeting</b>	Chair et al.	Information	
	<b>Approval of the agenda</b> (includes any new business and conflict of interest declaration) <i>Agenda 2022-17-17 Draft UPDTED</i>	Chair	<b>Decision</b>	<b>MOTION: Helene moved and Lindsay seconded approval of agenda. Carried unanimously</b>
7:20	<b>Report of the Treasurer</b> (15 minutes) <ul style="list-style-type: none"> <li>- Update on current financial position (Peter)</li> <li>- Update on Finance and Fundraising Committee (F &amp; FR) members (Peter)</li> </ul> <i>Financial Report as of October 30 (forthcoming)</i>	Treasurer	Information	Peter presented the F & FR report. He noted that a new potential community member of that committee will be interviewed on Tuesday.  <b>ACTIONS:</b> <b>F &amp; FR Committee to update Annual Operation Budget 2022-2023 for January BoD meeting.</b> <b>Board members to send Desjardin banking representative required information by January 25<sup>th</sup>.</b>
	<b>Working Together – Part 2</b> (15 minutes) Board's Guiding Principles and Board Interim Plans and Priorities	Chair	<b>Discussion &amp; Decision</b>	Vicki consolidated Board input from October 6 <sup>th</sup> BoD meeting and presented 4 guiding principles with respect to how we support each other and work together as a board (included among meeting documents). These guiding principles are evergreen.

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	<p><i>Draft Board Guiding Principles</i> <i>Key AGM Take Aways</i></p>			<p><b>MOTION David moved Peter seconded that we agree to follow the four guiding principles for working together as a board.</b></p> <p>Vicki shared the board’s key takeaways from the AGM (included among meeting documents). Vicki noted that these thematic take aways represent our short-term priorities for the centre until the strategic plan is finalized this year.</p> <p>Themes: increased community engagement, improved governance, improved core management practices (HR and financial sustainability and living the values of kindness, respect and humility).</p>
	<p><b>GM Proposed Staffing Plan (30 minutes)</b></p>	<p>GM</p>		<p>Carolyn shared her enthusiasm for the work she and Laura are doing and that it was her ‘dream’ job. However both she and Laura are working too many hours and the situation is not sustainable. She said they need one more person. Vicki asked when she could present a business case for this, including a plan and budget. Carolyn said they plan to get a front line crew to welcome people and set up and take down the rooms for events. Several suggestions were made for staffing this with volunteers and students. Carly suggested that we reach out to the municipality to get a full time funded position from the municipality to provide ‘tourist information’.</p> <p>Carolyn suggested we find a volunteer to coordinate volunteers for the CWLP. Kathleen offered to study this need and come back to Carolyn and the board with proposed solutions.. David suggested we have a team of ‘friends’ of the centre to do the physical work around events. Peter suggested that we have</p>

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				<p>different rental rates for renters who bring their technical and set up crew. He also suggested we contract a person for 1-2 months to set up the ‘volunteer coordination’ system to relieve Carolyn and Laura from supporting events which could be supported by volunteers. Kathleen proposed that Carolyn work from home until she can get her key GM deliverables done including an HR plan with performance objectives for all staff, operating budget, KPIs for the centre and ensure the CWLP website is up to date.</p> <p><b>ACTION:</b> Helene (Chair of People Committee), Kathleen and as needed Peter to work with Carolyn to support the recruitment of a volunteer coordinator and develop a plan to help staff a regular (40 hr) work week.</p>
8:20	Health Break	All		
8:25	<p><b>Working Together – Part 3</b> Committee Update (VC) Committee Presentations</p> <ul style="list-style-type: none"> <li>- Governance (KL) (20 minutes) <ul style="list-style-type: none"> <li>o Proposed Community Engagement with Board Pilot Project (KL or VC)</li> </ul> </li> <li>- Community Engagement (Carly) (15 minutes)</li> </ul> <p>5. <i>Governance Committee Draft ToR, Membership and Goals - UPDATED</i> 6. <i>Community Engagement Draft ToR, Membership and Goals</i> 7. <i>Enging the Community in Centre Governance Options</i></p>	<p>KL– Governance Carly–Community Engagement KL Proposed Pilot Project</p>	<p>Discussion and <b>Decision:</b></p>	<p>Kathleen presented the governance report and proposed TORS for the committee. She advised that Diane Woollard has agreed to be a community rep on the committee.</p> <p><b>MOTION: Moved by David and seconded by Helene to approve the TORS for the governance committee. Carried unanimously.</b></p> <p>Carly suggested that the bylaws need to be updated. It was also suggested that a seminar be organized on board govnrnance and that we invite other boards in the community to attend the seminar. Vicki suggested that we have a blog on the website and we invite the community to some specific events with the board.</p> <p><b>ACTION:</b> <b>Governance Committee to present 2022-23 work plan at January BoD meeting. In addition to</b></p>

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				<p><b>tielines, any financial and human resources should be identified in the plan.</b></p> <p>Carly shared that the community wants to be involved and we need to communicate with them. Carly is inviting several diverse members to sit on the board. One of her goals is transparency. This priority was supported</p> <p><b>MOTION: Kathleen moved and Lindsay seconded approval of the terms of referenece of the community engagement committee. Carriede unanimously.</b></p> <p><b>ACTION: Carly will send a request to all board members to sign up to help at the.Community Café.</b>  <b>Carly will send out the current Committee membership list to Board members for suggestions of other community members who may wish to participate in this Committee. She is targeting 9 community members as per ToR.</b></p> <p><b>Carly to report to the Board at the January BoD Meeting on Committee membership and timeline for community engagement committee plans for 2022-23. Note: Financial and human resources should be identified.</b></p>
9:00	<p><b>Strategic Planning Initiative (SPI) Update</b></p> <p><i>Update - Strategic Planning Initiative including Focus Group Community Event (Nov 19<sup>th</sup>)</i></p>	Helene, KL (Ex Committee Leads)	Information	Kathleen and Helene updated the board on the excellent work being done by Carol Steuri. They reported that 150 surveys were completed and urged all board members to participate in the. community café and the strategic planning workshop on December 12 and 13 form 6 – 9 PM. All board

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				members present indicated that they would participate. Kathleen and Helene advised that they had invited Linda Vanderlee and Shelley Crabtree to participate in the strategic planning workshop December 12 and 13. They also advised that after the plan had been drafted in March, 2023 the board would need to share it with the community and develop an annual operating plan based on the strategic plan. Peter requested a draft plan be shared with the Board in February to inform the annual planning process. Vicki noted that the annual planning process for the Centre will start in January with a review of financials and continue into March.
9:15	<b>New Business/Announcements</b>	Chair	Information	<b>ACTION:</b> <ol style="list-style-type: none"> <li>1. <b>Cancel December BoD meeting due to Strategic Planning workshops.</b></li> <li>2. <b>Bod Meeting will be help in person (weather permitting)</b></li> <li>3. <b>Annual Board calendar forthcoming before Dec. 31, 2022.</b></li> <li>4. <b>Board members to inform Vicki re: planned absences associated with BoD meetings via accepting google calendar invitations she will send out.</b></li> </ol>
9:30	Call to close the meeting	Chair	<b>Decision</b>	<b>MOTION: David moved asnd Carly seconded motion to adjourn at 9:30. Carried unanimously</b>
	Clean Up	All	Covid Clean	

**Forward Agenda**

- Executive Committee, Finance and Fundraising Committee– ToR, Membership, and Plans (January)
- People Committee ToR (February or March)
- Discussion on membership, annual member fund and Partnership Fund (January)

- Updated Annual Operating Budget
- Annual plans from Governance and Community Engagement committees (January)
- Discussion on transparency, confidentiality and conflict of interest

**Proposed Board Meeting Schedule 7:00 to 9:30 - meeting begins 7:15 sharp!**

**UPDATED:**

**January 12, 2023. Zoom Meeting**

**February – possible meeting TBD**

**March 2, 2023 Zoom Meeting (Annual Planning process begins)**

**April 20, 2023 (approval of annual plan and operating budget)**

**June 1, 2023**

**July 13, 2023 (Party?)**

**September 7, 2023**

**September 28, 2023 (AGM)**

**Red Text – represent proposed date change since last Board Meeting**