

Attendees:

Susan Morrissey, Executive Director
Chloe Heiland-Booth, Recording Secretary
Vanessa Zembal, Board Director, Chair
Chari Bennie, Board Director, VP Finance & Audit, Treasurer

Katherine Weaver, Board Director, VP Policy & Governance
Bill Howe, Board Director, VP Membership & Engagement
Paula Kirman, Board Director

Regrets:

Sadia Sameeullah, Board Director
Money Mehta, Board Director
Archana Chandry, Board Director
Denise Kirke, Board Director

Guests:

1.0 Welcome

Vanessa Zembal is chairing the meeting

The committee of the whole is called to order at 6:11 pm

2.0 Consent Agenda & Minutes

MOTION: Moved by Paula Kirman, seconded by Katherine Weaver, to accept the minutes for June 14, 2022, and agenda for September 13, 2022, as is

MOTION: CARRIED.

3.0 Executive Director's Monthly Operations Report

ED reported on Summer 2022 operations (June-August), explaining the operations report, and sharing updates on projects, vital signs, bookkeeper replacement, and the organization.

A discussion was held on the report, vital signs, and the ongoing lease space process

QUESTION: How has the rental process been going for an office space?

ANSWER: We have been provided with several options so far, we are starting to narrow things down, and following that we will be touring options. The decision needs to be made by November whether we are moving or staying. Susan will come back to the board with the options in a future meeting.

QUESTION: Is accessibility being considered in the new office space process?

ANSWER: Yes, this is one of the necessary parameters we discussed with the broker

ACTION: Susan will connect Bill with Amanda (staff) regarding projects and learning outcomes

4.0 Election of Officers

Vanessa Zembal and Katherine Weaver explained the new bylaw structure

Board Chair, Vice-Chair, and Treasurer

- **MOTION:** Moved by Paula Kirman, seconded by Bill Howe, to confirm Vanessa Zembal as Chair, to elect Katherine Weaver as Vice-Chair, and elect Chari Bennie as Treasurer/Secretary

MOTION: CARRIED.

5.0 Appointment of Signing/Approval Authorities

Appointment of new/additional signing authorities for cheques

- **MOTION:** Moved by Paula Kirman, seconded by Katherine Weaver, to designate Susan Morrissey, Vanessa Zembal, Chari Bennie, Bill Howe, and Katherine Weaver as signing authorities for ESPC

MOTION: CARRIED.

- **MOTION:** Moved by Katherine Weaver, seconded by Paula Kirman, the board directs Finance Committee to review article 8.3 of the bylaw and report back to the board with recommendations at November 2022 board meeting

MOTION: CARRIED.

6.0 Committee Reports

6.1 Finance Committee

Chari Bennie provided updates for the Finance & Audit Committee

Endowment Fund

- Susan Morrissey reported on the endowment fund updates and provided a chronology of the funds
- Discussion occurred on the endowment fund

6.2 Executive Committee

Vanessa Zembal provided updates for the Executive Committee

Discussion on the formation of the committee: All committee chairs

- Vanessa Zembal reported on the task list and responsibilities

6.3 Governance Committee

Katherine Weaver provided updates for the Policy & Governance Committee

Bylaw update/impact of the new bylaws

- Katherine Weaver highlighted the impacts of the new bylaws and the work that needs to be done

6.4 Membership Committee

Discussion on previous year's work and the role of the Membership & Engagement Committee

Appoint committee chair

- ***MOTION:*** Moved by Katherine Weaver, seconded by Chari Bennie, to appoint Paula Kirman as Membership & Engagement Chair
MOTION: CARRIED.

6.5 Personnel Committee

The committee will decide who their chair will be in their meeting and will come back with updates

7.0 Other Business

Set Board Meeting Dates for 2022-2023

- The meetings will continue on Zoom, on the second Tuesdays on the month

Appointing 3 More Board Members

- Katherine Weaver discussed the vacancies on the board and getting the executive committee involved to gain more board members
- ***MOTION:*** Moved by Katherine Weaver, seconded by Bill Howe, the board directs the Executive Committee to review the board vacancies and report back to the board with recommendations in October
MOTION: CARRIED.

8.0 General Discussion

EDI Progress Report

- Susan Morrissey discussed EDI updates and scheduling changes

Board Recognition Proposal

- Governance committee will be taking on the recognition discussion and come back to the board with their recommendations at a future meeting.

Non-Profit Internship Update

- Bill Howe discussed updates on meeting with the intern and the role/tasks the intern will take on
- The board intern's name is Mohammed Alghamdy

Meeting Adjourned:

MOTION: Moved by Vanessa Zembal, seconded by Bill Howe for the meeting to be adjourned at 8:17 pm.
MOTION: CARRIED

Next Meetings:

October 11, 2022
November 8, 2022
December 13, 2022
January 10, 2023

February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023

AGM (TBD)
June 13, 2023