

AGENDA

MONTHLY BOARD OF DIRECTORS MEETING

Date: Wednesday January 28, 2025 Time: 7:00 PM – 9:00 PM
 Location: Virtual, Microsoft Teams

Chair: Wairimu Wamugo
 Attendees: Board, ED, Managers, Union Representative, Administrative Support, Invited Guests.
 Documents: Board Package Circulated by Email

AGENDA ITEMS		
Topic	Facilitator	Time allotted
<p><i>Chair: "I call this meeting to order."</i></p> <p>1) Welcome and Introductions → Circulate board volunteer hours sheet, return to ED. • Land acknowledgement → Appoint person responsible for acknowledgement next meeting • Declaration of conflict of interest • Introduction of guests present</p>	Chair	5 mins
<p>2) Approval of Agenda → Motion: approve agenda <i>"May I ask for a motion to approve the agenda? Moved? Seconded? All in favour? Opposed? The motion carries (or doesn't carry)"</i></p>	Chair	5 mins
<p>3) Consent Agenda → Motion: approve consent agenda • <i>[any policies requiring routine approvals, correspondence requiring receipt, committee reports with no action items, etc.]</i> • Minutes of last meeting → Motion: to adopt minutes of last meeting • Management report • Executive and Personnel Committee report • Board Development and Nominations Committee report • Governance Committee Report</p> <p>→ Motion: adopt all items in the consent agenda <i>"May I ask for a motion to adopt all the items in the consent agenda, including the adoption of last meetings minutes [and read any other motions in item 3]? Moved? Seconded? All in favour? Opposed? The motion carries (or doesn't carry)"</i></p>	Chair	10 mins
<p>4) Finance, Premises, and Risk Committee Report • Please note: the FPR Workplan has been adjusted to review the 2027 Draft Budget in November 2026, with final approval in January 2027. • Rivertowne Nutrition Reserve Draw (no action) • Sole Source Contract for Building Painting → Motion: "to ratify the Executive Committee's decision of December 2025 to approve this sole source contract of \$10,582 (+ HST) for the additional painting of the building's interior in December 2025."</p>	Treasurer	10 mins

	<i>Chair: "Will someone move this motion? Moved? Seconded? Discussion? All in favour? Opposed? The motion carries (or doesn't carry)." </i>		
5) Business Arising	<ul style="list-style-type: none"> EXEC: Confirm revised Board meeting calendar with online/in-person meetings. GOV: Discussion: <i>"Is Board OK to keep moving forward with discussion around bylaws with RTCO, once City signoff is received."</i> GOV: Risk Management Policy <ul style="list-style-type: none"> → Motion: "Motion to accept the revised Risk Management Policy" with the understanding that it will be up for review again by January 2027. <p><i>Chair: "Will someone move this motion? Moved? Seconded? Discussion? All in favour? Opposed? The motion carries (or doesn't carry)." </i></p> <ul style="list-style-type: none"> BDN: Skills & Commitment Survey Results 	Chair	20 mins
6) New Business	<ul style="list-style-type: none"> Draft Strategic Plan Marketing Working Group Workshop 	Chair	30 mins
7) Announcements and Updates		Chair	5 mins
8) Book Club Discussion		Ejay	10 mins
9) In Camera Meeting (Board and Executive Director only)		Chair	10 mins
10) In Camera Meeting (Board only)		Chair	10 mins
11) Next Meeting and Adjournment	<ul style="list-style-type: none"> Next meeting date: <ul style="list-style-type: none"> → Motion: Adjournment <p><i>Chair: "May I ask for a motion to adjourn? Moved? Seconded? All in favour? Opposed? The motion carries (or doesn't carry). We are adjourned."</i></p>	Chair	0 mins