

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</p> <ul style="list-style-type: none"> → Circulate board volunteer hours sheet, return to ED. • Land acknowledgement <ul style="list-style-type: none"> → Appoint person responsible for acknowledgement next meeting • Declaration of conflict of interest • Introduction of guests present 	Chair	5 mins
<p>2) Approval of Agenda</p> <ul style="list-style-type: none"> → 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> 	Chair	5 mins
<p>3) Consent Agenda</p> <ul style="list-style-type: none"> → Motion: approve consent agenda • [any policies requiring routine approvals, correspondence requiring receipt, committee reports with no action items, etc.] • Minutes of last meeting <ul style="list-style-type: none"> → Motion: to adopt minutes of last meeting • Management report • Executive and Personnel Committee report • Board Development and Nominations Committee report • Governance Committee Report 	Chair	10 mins
<ul style="list-style-type: none"> → Motion: adopt all items in the consent agenda <p><i>Chair: "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>		
<p>4) Finance, Premises, and Risk Committee Report</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> → 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." 	Treasurer	10 mins

<p><i>Chair: "Will someone move this motion? Moved? Seconded? Discussion? All in favour? Opposed? The motion carries (or doesn't carry)."</i></p>		
<p>5) Business Arising</p> <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
<p>6) New Business</p> <ul style="list-style-type: none"> Draft Strategic Plan Marketing Working Group Workshop 	Chair	30 mins
<p>7) Announcements and Updates</p>	Chair	5 mins
<p>8) Book Club Discussion</p>	Ejay	10 mins
<p>9) In Camera Meeting (Board and Executive Director only)</p>	Chair	10 mins
<p>10) In Camera Meeting (Board only)</p>	Chair	10 mins
<p>11) Next Meeting and Adjournment</p> <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