



BOARD MEETING MINUTES

*Motion/Second ** Motion * Grey Boxes GB Time T*

**Zoom Meeting
Tuesday, May 14, 2024
7:00 PM to 9:00 PM
(2 hours)**

Board Values: Trust | Respect | Commitment | Clarity | Passion

A policy governance board has 3 core functions: (1) connecting with owners to develop strategy, (2) writing Governing policy, (3) assuring organizational performance (through the Executive Limitations). This should be reflected in the agenda for all meetings. By policy, board meetings are closed, only Board Members and the Executive Director (Ex-Officio) attend.

Meeting Attendance

Rebecca Anderson, Lori Crighton, Donna Marentette, Margaret Carey, Christie Saas (Executive Director)

Regrets

Emily Bamforth, Rosa Vazquez, Dana Dale

1. Expectations for the Meeting

1.1 See page 4.

2. Call to Order T (Chair)

2.1 Meeting called to order at 7:09 PM, Tuesday, May 14, 2024

3. Approval of Agenda ** (Chair) (5 minutes)

3.1 Additions/Corrections, if applicable.

a) Addition to discuss the fall planning meeting.

Motion: "To approve the agenda as amended."

Lori / Donna

Carried

4. PREVIOUS MEETING (5 minutes)

4.1 Approval of Previous Meeting's Minutes ** (Chair)

a) March 12, 2024, Zoom Minutes.

Motion: "To approve the March 12, 2024, Board meeting minutes."

Donna / Margaret

Carried

5. BOARD BUSINESS (20 minutes)

5.1 Committee Reports

a) **Governance** Committee (Emily, Margaret)

i. Remove Rebecca's name. Not on committee.

ii. No report.

b) **Finance and Audit** Committee (Dana, Rosa, Donna)

i. Financial Monitoring Report **

Motion: "To approve the Financial Monitoring Report."

Donna / Margaret

Carried



- c) **Nominations Committee (Rebecca, Lori)**
 - i. Nominee #1: Shay Stanley
 - 1. Received application and both nomination forms.
 - ii. Nominee #2: Tatiana Makguigan
 - 1. Received application and both nomination forms.

Motion: "To approve applications from Shaya Stanley and Tatiana Makguigan and forward to the AGM for election."

*Donna / Lori
Carried*

5.2 Items from perpetual agenda list (Chair)

- a) **Screening/approval of board candidates.**
 - i. Completed under Nominations Committee.
- b) **Financial year-end review**
 - i. Completed under Finance and Audit Committee.
- c) **Determine what/if Bylaw updates to present at AGM**
 - i. Bylaw Section 4, Letter O, will be presented to the membership for update, as follows.

Existing Bylaw	Proposed Bylaw	Rationale
The registered office of the District will be located at: 1410 Caribou Street West Moose Jaw, SK S6H 7S9	The registered office of the District will be located at: 1870 Lorne Street Regina, SK S4P 2L7	To update the registered office address of the District, while respecting the confidentiality of the District's home offices, the District will use Sask Sport's Administration Centre mailing services address as its registered office address.

- d) **Board Year End Survey (for SLTF Report)**
 - i. Completed by board members at the meeting.

6. MONITORING

6.1 Executive Director Reporting

- a) **Ends Monitoring ** (Chair, ED) (10 minutes)**
 - i. Ends Monitoring is waived for this meeting only, pending full year-end report.
- b) **Executive Limitations Compliance Grey Boxes ** (Chair, ED) (10 minutes)**
 - i. EL-9, EL-10, EL-11 + Time Sheet portion of EL-6.
 - ii. Any ELs that require Board attention.
 - 1. The board will create a system to monitor its own policy compliance, as part of the agenda at the strategic planning retreat.
 - 2. The board will review the proposed updated ED job description at the strategic planning retreat.



Motion: "The Executive Director's home office MOU is considered redundant. Details are covered within the HR Manual."

Donna / Lori

Carried

Motion: "To approve the Executive Limitations Compliance Report."

Donna / Lori

Carried

6.2 Governing Policies (Governance Committee) ** (30 minutes)

- a) **Governance Policy Review** (standing item)
 - i. **GP B1-4 Board Structure**
 - ii. **Corporate Bylaws, pages 1-4.**
 - iii. **Results from GP Review**
 - iv. **GP E3, iv, Employment**
- b) Motion to approve all GP changes. **
 - i. No changes.

7. IN CAMERA (time as needed)

7.1 In Camera Prep (Chair, Vice-Chair)

7.2 Go In-Camera ** T (Chair)

7.3 Come Out of In-Camera ** T (Chair)

- a) No In Camera required.

8. BOARD STRUCTURE AND PROCESS

8.1 Meeting Evaluation (Vice-Chair)

- a) Survey Monkey completed AT the meeting.

8.2 Next Meeting Date and Details (Chair) **(10 minutes)**

- a) **AGM, Monday June 17, 3-4 PM, Zoom.**
 - i. Emily and Margaret are leaving the board.
 - ii. Rebecca will connect and ask for their gift card preferences.
 - iii. Rebecca will remain as Board Chair.
 - iv. Lori will remain as Vice-Chair.
 - v. Dana has not indicated if she will remain as Director of Finance.
- b) **July, Board Buddies, TBA**
 - i. Each board member is asked to contact the new board members (Shaya and Tatiana), to welcome them to the board.
 - ii. Rebecca will send an email to the board to see who is willing to be the buddy for the new board members.
 - iii. Training new board members will be handled internally by Rebecca and Christie.
- c) **Remaining Dates**
 - i. The August meeting, September retreat, and other meeting dates will be set at a quick board meeting, immediately following the AGM.
 - ii. Board members are asked to submit ideas for the September retreat, to Rebecca. Details will be discussed at a quick board meeting, immediately following the AGM.



9. **Adjournment * T**

*Motion: "To adjourn the meeting at 9:00 PM, Tuesday, May 14, 2024."
Donna*

<i>These minutes have been re-viewed and approved.</i>

<i>Date</i>

<i>These minutes have been reviewed and approved.</i>

<i>Date</i>