

HCCA Governance Committee Meeting

Friday May 15, 2020

via Zoom - 3pm

Attended: Peter B, Christine J, Sue M, Brian W.

Regrets: Barb S.

Agenda Item	Discussion Summary including any motions voted on or suggested changes	Follow Up Action (What/By whom/By when)
1. Agenda.	Insurance and Bylaws were added as topics to the agenda.	
2. Minutes	N/A – This was the first meeting of the Governance Committee	<ul style="list-style-type: none">• Brian to draft minutes
3. Committees	<p>The creation of two committees was discussed.</p> <p>1. Finance Committee This committee will be tasked with creating a budget; ensuring an audit/review is done; researching grants and other funding sources. We feel that the Treasurer should chair this committee, or at least be a member. Perhaps a co-chair could be appointed. Other board members and members who we feel could be of assistance include: Aridun M., Tania M., Christine, Sue and Brian agreed to help out with grant writing, if required.</p> <p>2. City Services Committee This committee would be responsible for monitoring, gather information and sharing info with board & members as it relates to transportation, planning, and development issues. Peter B said he would be interested in contributing to this committee. We also discussed that this committee may be sub divided in the future, depending on workload and available resources. Library Services will still be a separate committee and can serve as an example for this committee.</p>	<ul style="list-style-type: none">• Brian will approach Peter F• Brian will bring these recommendations to the Board for approval.• Request for volunteers will be made.
4. Insurance	Sue noted that we are required to have insurance if we apply for grants through the City of Ottawa or through other organizations. We have obtained information on General Liability Insurance. Sue has draft text for an eVote.	<ul style="list-style-type: none">• Brian to send our latest version of eVote text to board for their approval.

5. Microsoft Teams	Brian has setup Microsoft Teams to host an online collaborative work environment for this committee to further its work. Brian and Sue are already connected to Microsoft Teams. Brian noted that Teams is an ideal environment for governance committee work, such as reviewing our bylaws. Teams allows us to have a discussion (post comments), work on the same document and ultimately reduce the amount of email	<ul style="list-style-type: none"> • Brian to send invite to Christine, Barb and Peter.
6. ByLaws	Peter noted that the Bylaws were last voted on in Nov 2017. Brian commented that our bylaws still need to be thoroughly reviewed as further updates maybe required. Peter asked if ByLaw #5 – Powers, should be removed as this puts responsibility on the board. Sue noted that is why we need insurance.	<ul style="list-style-type: none"> • Committee to Review Bylaws • Check Provincial Legislation
7. Meetings / Agendas	<p>Brian noted that since the Board Retreat, meeting agendas have mostly been sent out at least one week in advance, and that each agenda item includes a time. Brian confirmed that he checks with presenters how much time is required before adding items to the agenda. Brian asked if the agenda should be reviewed prior to being sent out to the entire membership. It was felt that this was not necessary as we do approve the agenda during the meeting and people can add items at that time. If in doubt, agendas can be reviewed by the VP and whoever would be appropriate.</p> <p>Brian did note that other recent changes to our meeting proceedings have been working such as keeping a speakers list and only board member can vote during board meetings.</p>	
8. Meeting Minutes	A discussion was had regarding our meeting minutes. Christine presented a possible template that could be used for the minutes. This template clearly highlights the agenda item/ topic, a summary of the discussion or decision (motion) and then any follow up – next actions. Sue suggested that we test out using the new template for the June meeting minutes.	<ul style="list-style-type: none"> • Peter will review the template and provide further feedback
<p>Adjournment of meeting: 4.11 p.m. Date of next meeting: To Be Determined</p>		