



Mission

Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.

BOARD OF DIRECTORS MEETING – TUESDAY, MARCH-29-16

Time & Location: 7:00 pm, Oaklands Neighbourhood House, 2629 Victor Street

Present: Kim Walker, John O'Brien, Laurie Morgan, Traci Fontana-Wegelin

Regrets: Jeff Lougheed, Elaina Mack

1. Adoption of Agenda

MOTION: John moved to adopt the agenda. Laurie seconded. Carried.

2. Adoption of Minutes

MOTION: Laurie moved to adopt the minutes from February 23, 2016. John seconded. Carried.

3. Operational Decisions

Amendment to Market Committee Terms of Reference – Under the list of responsibilities that the Committee is not responsible for, the addition of the following statement was submitted for approval: “Liaising with sponsors/donors about their support of the Oaklands Sunset Market”.

MOTION: John moved to approve the minor amendment to the Market Committee Terms of Reference. Laurie seconded. Carried.

Traci and Kim also brought up a question regarding the structure of the committee given that the committee’s role is essentially to provide operational support for staff. A number of implications and options were discussed, and it was agreed that this discussion should be resumed within a broader discussion on Board committees.

4. Board Orientation, Part 1

Traci presented a draft Board Orientation document that covered basic information about the operations of OCA including the staff organization structure, facilities, programs, staff positions/names, community events, contact information, communication protocols, and staff decision making (see attached). Related discussions included the following:

- The Program Coordinator job description now includes communications functions
- Sharlet Strandlund has recently left OCA to take a position with the provincial government
- The communication protocols will be revised to clarify when to contact staff directly (e.g. on a committee) vs through Traci; and when to contact the City’s Neighbourhood Coordinator (Gary Pemberton) and Neighbourhood Liaison (Marianne Alto).
- Traci will add the e-newsletter to the orientation manual in the list of social media/outreach
- How decisions are made in practice

- Questions from staff regarding Board training and development, and terms of reference for Board Directors

5. Board Transition

Meeting & cheque signing schedules – After some discussion, the following regular schedules were agreed upon:

- Board - the first Tuesday of the month to align better with staff reports & monthly financials – April 5, May 3, June 7, July 5, Sept 6, Oct 4, Nov 1, Dec 6, Jan 3, Feb 7, Mar 7
- Executive Committee – quarterly on April 12, July 12, Oct 11, Jan17
- Land Use & HR Committee meetings –schedule to be determined in consultation with committee members
- Finance Committee – either 3x or 4x/yr to be determined in consultation with committee members

ACTION: Subject to agreement from Jeff and Elaina, the board meeting schedule will be changed to the first Tuesday of the month. Traci will adjust the schedule on the website and upload a special notice.

Selection of officers and committee chairs – Deferred to April

ACTION: Traci will send an email request to our accountant contacts and our bookkeeper in search of a volunteer to fill the Treasurer position.

Signing authorities & cheque signing schedule

ACTION: Directors with signing authority will be put on a rotation schedule to sign cheques once a week, allowing for exceptional circumstances as they arise.

Bios & photos - Kim sent the SurveyMonkey link developed by Allieren to update our website bios.

ACTION: Deadline for bios April 10. Any new photos should be sent directly to Allieren.

6. Information & Handouts

Traci distributed the 2015 Financial Statements, the 2016 Annual Report to BC Registry Services, and letters of request and applications to the Victoria Police Department for criminal record checks.

ACTION: All Board members will complete the Police Information Check form and submit it along with their letters to Kim (deadline: April 5) who will submit all the forms and letters to Victoria Police.

Kim forwarded the VCAN March 8 meeting minutes to the Board and Traci via email, for information.

7. Adjournment

Meeting was adjourned at 9:00pm.