

Agenda of the Board Meeting

Sept 13, 2017, 12 (noon)
Meeting Room C, City Hall

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|---|--------------|
| 1. Call to Order | Chair |
| 2. Approval of Agenda | Chair |
| 3. Declaration of Conflict of Interest | Chair |
| 4. Approval of Minutes | Chair |



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notes-DRAFT.doc

MOTIONS APPROVED THROUGHOUT THE SUMMER – THE FOLLOWING ARE VOTES TAKEN (VOTED ON AND APPROVED) DURING THE SUMMER THAT NEED TO BE MINUTED

E-Vote by Board – July 4/2017

COTAPSA received incredible interest in the student summer position and interviewed six excellent candidates. As we did not receive a summer grant from the Canadian Government Student Summer Program, the Board at the June meeting approved \$5,000 to hire for a student.

Staff requested an additional \$2,000 in order to hire a second student. One student to focus on marketing/social media and the other the archiving project (We are underspent this year and need to get this work done – can be taken from Legal or Office)

Students to start Monday July 10th and finish August 31st

MOTION: To approve an additional \$2,000 for an additional student for summer employment project in the COTAPSA office. (Pavlovic/Di Leo) Carried

M Major declared a conflict and did not Vote
S Hughes and T Cesario – absent

E-Vote by Board - July 7, 2017

At June Board meeting staff were directed, as an addition step, to submit the policies (see below) to LeNoury Law for review which staff did, changes were made and polices provided to board.

MOTION: To approve the Authorization Representation Form, the Protocol for COTAPSA SHRC Investigation Notes and Protocol for COTAPSA's SHRC/Legal Representation. (Di Leo/Pendleton) Carried



Authorization
Representation Form



Protocol for



Protocol on SHRC
Investigation and Legal Representa

E-Vote Executive COMMITTEE – August 16, 2017

- 1) Estimated that by August 31st – we will be approximately \$1,200 over the initial estimate of \$6000 for the summer students pay
- 2) Adam Major was hired to do the Archiving Project and has done an amazing job - scanning the historical documents (minutes, etc.) which research has shown we are required, as an incorporation, to keep. He will not be finished by Aug 31st and it is estimated that another three (3) weeks would enable him to completed the scanning (+\$1,300)
- 3) In the upcoming 2017-18 Budget the Communications Committee and staff are recommending that Jessica Ngsee continue, on a part-time basis, working on social media/marketing (work 5 hours or less a week posting on FB, Twitter etc.). Additionally, she is setting up the webinars (Retirement 101, financial advisor etc.) which our members have requested via the Survey and she will also be doing some social media training with the COTAPSA staff. Until budget approved approximately \$300 is required for September (1st-30th) to cover social media (likely will be less)

NOTE – As of July 31st there is room in the 'Office' category/line of the 2016-17 Budget -- (+\$6,000 left)

MOTION: That the Executive approve an additional \$2,800 to: 1) cover the expected overage, 2) complete the archiving project, and 3) employ the social media consultant until the end of Sept. (Pendleton/Downe Dewdney).
Carried

M Major declared a conflict on this item and did not vote
T Cesario was absent

Vote at the Finance Committee Meeting of August 22nd

MOTION: To purchase a new lap top for the office \$1,845.83. (Major/Pendleton)
Approved

5. Business Arising

ED

(Nov 2016) – Executive Directors Report

- Framework Meeting (*Information*)



Items to raise at
MOU Meeting.docx

6. Chairs Comments

7. Executive Directors Report

PAC

Performance Planner Survey results (*Information*)



Performance
Planner Survey resp

Responses (question #13) added up to 55+ pages of commentary which was reviewed by the ED and developed into the attached report that was provided to City.

8. Committee Reports

Special – IT

EA for F Biancolin

Member Recruitment/Renewal

P Pendleton

- Conference Board of Canada – new benefit (*Information*)



COTAPSA
Members.docx

Communications

T Cesario

- **Social Media** (MOTION REQUIRED)

As we have a consultant doing social media work under the direction of the ED/President changes are required to update the policies to reflect authorization



Social Media
Guidelines.docx



Social Media
Protocol Operations

Report of Activities by Social Media Student (*Information*)



Summer 2017
Report - Jessica Ngs

Governance

ED

i) New Bylaws (MOTION REQUIRED)



UPDATED BN as to
Bylaw changes.docx

ii) Clerks Project

Report by Adam Student on Archiving Project (*Information*)



Adam scan
memo.docx

iii) New Item for 2018 – Confidential to be distributed at Meeting

Member Services

ED for T D-Dewdney

i) Response from Member Services Survey (*Information*)



Member Survey
response 2017 Que:

ii) Survey Findings from Healthy Bodies (*Information*)



COTAPSA Healthy
Bodies Lunch Sessic

9. Operations (*Information*)

ED

10. Treasurer's Report (*Financials/ Draft Budget to be distributed at meeting*)

• Amendment to the Cheque Signing Policy (MOTION REQUIRED)



2017 Cheque
Signing Electronic P

11. Membership Report

EA

12. Other Business

13. Adjournment

Chair