



Minutes of Board Meeting

April 3rd, 2019, 12 (noon)
City Hall, Meeting Room C

- 1. Call to Order** **Chair**
Meeting was called to order at 12:01 p.m.

Roll Call

Present

Mike Major
Phil Pendleton
Marianne Sirro
Kanchan Maharaj
Ranil Mendis
Tristan Downe-Dewdney
Karyn Spiegelman
Lorna Zappone

Absent with Regret

Andrew Waters
Trena Cesario
Rory O'Neill

Staff:

Heather Nicolson-Morrison, Executive Director (ED)
Jenna Mantle, Executive Assistant (EA)
Grace Ciardullo (SHRC)

M. Major held the proxy for R. O'Neill.
M. Sirro acted as secretary in the absence of T. Cesario

- Approval of Agenda** **Chair**

Effective April 1, 2019, Fabio Biancolin has tendered his resignation to the Board.
Quorum required for meetings remains at 6

MOTION: To accept the Agenda of the Board Meeting of April 3rd, 2019
(Pendleton/Downe-Dewdney) Carried.

- 2. Declaration of Conflict of Interest** **Chair**
None

- 3. Approval of Minutes** **Chair**

MOTION: To approve the Minutes of the Board Meeting of February 13th, 2019.
It was noted that quorum was lost for the last two motions. This was documented
in the minutes (Downe-Dewdney/Pendleton) Carried.

5. **Business Arising from Previous Meetings** **ED**
6. **Chairs Report**
7. **Executive Directors Report** **ED**
City Employee Engagement Survey
 City's slide deck on the Engagement Survey was received and COTAPSA was referenced with the unions (our logo included) as being supportive.
8. **Operations** **ED**
- Still waiting for the door at the back of 77 Elizabeth to be installed. Update requested as to door, signage and buzzer system – the door is on site, and there is a service request in to security for the door strike, buzzer and camera. Signage is still to be determined.
9. **Treasurer's Report** **Treasurer**
Monthly Financials (Feb)
 There is nothing out of the ordinary on February expenses.
- MOTION:** To accept the Treasurers Report (Spiegelman/Zappone) Carried.
10. **Committee Reports**
- i) Governance** **ED**
Three-Year Strategic Plan (Update)
 City HR, Operations, Communications, Member Benefits, Finance, Governance and Recruitment have met and draft plans approved.
- ii) Political Action Committee (PAC)** **ED**
City Meetings
 Met with Councillor McKelvie, Shelly, Holyday, Wong-Tam, Bailao, Layton, Karyigiannis, and Perks. Very interested in issues and supportive. Doing follow up to get other meetings set – upcoming meeting set with Bradford and Cressy.
- Members Satisfaction Survey (to go out in May)**
 Questions starting come forward
- HR Committee – sick time use to be included, how are we doing and what do members want in area of HR/LR?
 - Membership - what COTAPSA Benefits are of interest?
 - Communications – what social media do you want?
 - Recruitment – round tables?
- iii) Communications**
ED/Secretary
 Plan to continue with four newsletters per year but will be shorter and report in three standard areas:
- 1) Association news that will include OMERS, updates of other committees – each Chair to provide a paragraph.
 - 2) HR/LR and
 - 3) Events.

iv) Member Services **2nd VP**

v) IT **ED**

MOTION: to engage *Progressive Nation* to fulfill the terms of the web service agreement including SSL certificate, hosting, and domain cotapsa.net at a cost of up to \$2000. (Maharaj/Sirro) Carried.

vii) Member Recruitment **1st VP**

MOTION: to go in-camera (Spiegelman/Zappone) Carried.

Membership Report **EA**

11. Member Status Report **SHRC**

12. SHRC Report **SHRC**

MOTION: to Rise and Report (Pendleton/Zappone) Carried.

Board received the Membership Report, Member Status Report and the SHRC Report

13. Other Business

14. Adjournment **Chair**

MOTION: To adjourn. (Mendis). Carried
Meeting adjourned at 1:45 p.m.

Signed: Mike Major, President/Chair

Signed: Marianne Sirro, Treasurer

Date:

Date: