

(Sample only)

OCA Board Meeting Minutes

February 31st, 2020 from 10:00am – 3:30pm
The Co-operators, Guelph, Ontario

Present: Kelly Kent (Chair), Lisa Lemon (Vice-Chair), Barton Bailey, Glenn Gable, Barry Bond, Jennifer Jones (ED), Andrew Appleby, Michael Masters, Sandra Smith (Minutes).

Regrets: Harry Horn, Dave Donaldson.

Guests: Peter Pole, OCA

1. **Call to order.** Kelly welcomed the Board and called the meeting to order at 10:00 a.m. The board conducted a brief check-in.
2. **Consent Agenda.** The consent agenda was presented. There were no items moved to the main agenda.

Moved by Glenn and seconded by Barton to approve the consent agenda. Carried.

3. **Meeting Agenda.** Kelly requested that item 13 (Discussion on the Board's strategic Plan) be moved to 1pm. There were no conflicts of interest declared.

Moved by Glenn and seconded by Lisa to approve the agenda as amended. Carried.

The board then reviewed the action items from the previous meeting (see page 7-8).

4. Verbal Updates and Recommendations.

Jennifer then gave the Executive Directors' Update:

- Government Relations and Advocacy:
- CORE Committee:
- CYL:
- Co-op Development:

Glenn conducted the update on the Nominating Committee...

Jennifer presented the Board term and renewal chart...

5. **Board Education Session and Discussion on Co-op Development with Peter Pole.**
Peter presented an overview of OCA's co-op development strategy and initiatives. He asked the Board for their input. The Board discussed and decisions were taken to...
6. **Lunch Break.** The meeting broke for lunch from 12:15 – 12:35pm.
7. **Annual General Meeting.** The Bylaw Changes were reviewed. All changes had been reviewed or recommended by ...
 - Article III...
 - **AI:** Jennifer to follow-up on...

At the AGM, the By-law changes will be presented to the membership for approval before the resolution on changes to membership categories and dues structure.

Moved by Lisa and seconded by Barry to approve the changes to the Bylaws. Carried.

8. **Membership application.** The Board reviewed the application from XYZ Co-operative.

Moved by Barton and seconded by Barry to approve the Membership application of XYZ Co-op. Carried.

9. **Review of Draft March 31 Statements.** **AI:** To carry this item forward to the May meeting.

10. **Discussion on the Board's Strategic Plan.** Jennifer reviewed the document in which she adapted the three strategic pillars and timelines/priorities. The Board agreed with the strategic points and asked that a complete strategic plan be presented at the next board meeting.

2.00pm: Kelly turned the Chair over to Lisa and excused herself from the meeting.

11. **Approval of Budget.** Jennifer led the Board through the executive summary of the new budget, which was part of the budget package that had been sent to the board on March 28th.

Moved by Lisa and seconded by Andrew to approve the Budget. Carried.

12. **Discussion on Member Value.** Jennifer presented the new member value statement.

Moved by Lisa and seconded by Barry to accept the new Member Value Statement. Carried.

3.00pm: Kelly returned to the meeting and resumed as Chair.

13. **Meeting evaluation and open discussion.** The Board completed a written evaluation which will be discussed during the in-camera session.

14. **Attendance** was taken.

15. **Confirmation of next board meeting date and setting.** The next meeting is set for **AI:**
Jennifer to send a doodle poll to confirm the next meeting date.

16. **In-camera session.** The Board had an in-camera discussion at 3:10pm.

17. **Adjournment.** 3:35 p.m.

Moved by Glenn and seconded by Barton to adjourn the meeting. Carried.

ACTION ITEMS (AS OF PREVIOUS MEETING DATE)

		PERSON(S) RESPONSIBLE	DUE DATE	PROGRESS
1	Management team to develop strategic plan ...	Jennifer, Staff	Jan. 2020	Complete.
2	Follow-up with Central 1 for membership meeting.	Kelly	Feb. 2020	Complete.
3	Recommended changes to Bylaws to present to Board.	Jennifer	Mar. 2020	IP
4	Reschedule next Board meeting.	Jennifer	Feb. 2020	Complete.
5	Add review of draft March 31 Statements to next meeting agenda	Jennifer	Mar. 2020	IP