



## Public Board Organizational Meeting

Saturday January 16, 2021

1:00 – 3:00 p.m.

via Zoom

**Attendees:** Chair Jeff Wilson, Vice-Chair Jenny Hill, Director Sumara Diaz, Director Naren Makwana, Director Jehn Scantlebury, Director Randall Spahl, Director Sam Jin, Director Cathy McCauley, Director Amanda Fisher, CEO Roger Nippard, COO Kurtis Leinweber, Meredith Poole

**Gallery:** Andrew Chu, Marcia Bruce, Reta Morgan, Shahid Qureshi, Kemi Adelakum, Shelly, Tanya

### MINUTES

1:06 p.m. CALL TO ORDER

1. **21/01/16 – 10A** Motion to Waive Notice of Public Meeting

MOVED by Director McCauley and seconded by Director Scantlebury that the Board approve waiver of notice of the January 16, 2021 Organizational Meeting as permitted in Article 5.1 (c) of the FFCA Bylaws (2019). CARRIED.

2. Housekeeping – CEO Nippard reported that all paperwork listed below for our new Directors, exclusive of Intervention Record Checks (which typically have a processing time in the range of 5-6 weeks), has been received and is on file. If any Director wishing to review their information, or if any updates are required to previously submitted information, please contact HR.

- 2.1 Advice to Payroll
- 2.2 Acceptable Internet Usage
- 2.3 Confidentiality Agreement
- 2.4 Disclosure of Personal Interests
- 2.5 Declaration of Key Management Personnel -  
Financial Reporting
- 2.6 Criminal Record Check
- 2.7 Intervention Record Check

3. Election of Board Officers

3.1 Chair: Director Wilson nominated by Director Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Wilson was acclaimed to the position of Board Chair.

3.2 Vice-Chair: Director Hill nominated by Director McCauley. Accepted. After two further calls for nominations, none were forthcoming. Director Hill was acclaimed to the position of Board Vice-Chair.

3.3 Treasurer: Director Diaz nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Diaz was acclaimed to the position of Board Treasurer.

3.3.1 **21/01/16 – 20A** Role of the Treasurer

MOVED by Vice-Chair Hill and seconded by Director Scantlebury that the duties of Treasurer be delegated to the Secretary-Treasurer (FFCA). CARRIED.

3.4 Secretary: Director McCauley nominated by Vice-Chair Hill. Accepted. After two further calls for nominations, none were forthcoming. Director McCauley was acclaimed to the position of Board Secretary.

**3.3.1 21/01/16 – 3OA Role of the Secretary**

MOVED by Director McCauley and seconded by Director Makwana that the duties of Secretary be delegated to the Executive Assistant to the Superintendent (FFCA), but specific duties may be recalled or re-delegated at the Secretary's discretion upon notification to the Superintendent. CARRIED.

**4. Appointment to Board Committees/Committee Chair Selection**

4.1 Executive Committee: Chair Wilson, Vice-Chair Hill, CEO Nippard, COO Leinweber

4.2 Policy and Performance Review (PPR) Committee Chair: Director McCauley nominated by Director Scantlebury. Accepted. After two further calls for nominations, none were forthcoming. Director McCauley was acclaimed to the position of PPR Committee Chair. Director members: Vice-Chair Hill, Director Jin, Director Spahl

4.3 Communications and Community Relations (CCR) Committee Chair: Director Scantlebury nominated by Director Makwana. Accepted. After two further calls for nominations, none were forthcoming. Director Scantlebury was acclaimed to the position of CCR Committee Chair. Director members: Director Makwana, Director Diaz, Director Fisher

4.4 Audit Committee Chair: Director Diaz nominated by Director Makwana. After two further calls for nominations, none were forthcoming. Director Diaz was acclaimed to the position of Audit Committee Chair.

4.5 TAAPCS Committee Representatives (2): Vice-Chair Hill nominated by Director Scantlebury. Accepted. Director Jin nominated by Director Spahl. Accepted. After two further calls for nominations, none were forthcoming. Vice-Chair Hill and Director Jin were acclaimed to the position of TAAPCS Representative.

4.6 Association of School Councils (ASC) Representative: Director Scantlebury nominated by Director Diaz. Accepted. After two further calls for nominations, none were forthcoming. Director Scantlebury was acclaimed to the position of ASC Representative.

4.7 ASC Advocacy Committee Representative: Director Spahl nominated by Vice-Chair Hill. Accepted. After two further calls for nominations, none were forthcoming. Director Spahl was acclaimed to the position of ASC Advocacy Committee Representative.

**5. 21/01/16 – 4OA Review of Banking Arrangements - Servus Credit Union.**

MOVED by Director Diaz and seconded by Director Scantlebury that the Board approve the following officials to sign bank documents:

Board Chair

Board Vice-Chair

CEO/Superintendent (administrator)

CFO/Secretary-Treasurer (administrator)

COO/Deputy Superintendent (administrator)

Each bank document is to be signed by two officials, at least one of who must be an administrator. The Board also approves that payments (cheques and EFT) with a value of \$2,000 and less require only one signature of an authorized official. CARRIED.

6. Review of Audit Arrangements: We are currently in year 3 of our 5-year agreement with RSM Canada.

7. Review of Director Handbook – PPR will be looking at updates over the coming year.

8. Work Plan – Vice-Chair Hill has been looking at revisions which will be considered by PPR in order to simplify and schedule the year's activities in an orderly and timely manner.

ADJOURNMENT: 1:35 p.m.

NEXT PUBLIC MEETING: February 10, 2021