Governance Committee Meeting

Friday, June 7, 2024 – 9:00 am

MEETING AGENDA

Welcome	**Speaker:**	**Document:**
1. Quorum & Approval of Agenda	Elaine	Verbal
2. Approval of Previous Minutes – April 5, 2024	Elaine	Attached
3. Business Arising from Minutes No business arising from minutes	Elaine	Verbal
4. Work Plan Items		
4.1 Board Committee Membership (with Chair)	Trish	Verbal
4.2 Review CCN/Foundation Agreement	Trish	Attached
4.3 CEO Professional Development	Trish	Verbal
4.4 CEO Evaluation	Elaine	Attached
4.5 Work Plan Year End Review	Elaine	Attached
4.6 Draft Board of Directors Agreement	Trish	Attached

5. Policy Review
   All required policies for the year have been completed.

6. Termination

Next Regular Meeting – TBD

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CommunityCare
NORTHUMBERLAND

Governance Committee Meeting Minutes
Zoom Meeting – Friday, April 5, 2024 – 9:00 am

Present: Elaine Azzopardi, Jessica Clarke, Stephen Beauchamp, Cindy Anthony, Trish Baird, Tina Stephens,

Regrets:

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Cindy Anthony to approve the agenda. 2nd by: Jessica Clarke . Carried.
2. Approval of Minutes	2.1 Approval of Previous Minutes – March 1, 2024	Motion by: Jessica Clarke to approve the minutes of Mar. 1,2024. 2nd by: Cindy Anthony. Carried.
3. Business Arising	3.1 BD-110 Media Relations The revised policy BD-110 Media Relations was presented. Some minor word changes were discussed. Including a definition of "Media" was discussed. Elaine will email Tina suggested changes and Tina will email the final version to the Committee. There was some discussion around social media and should there be a specific policy created for the Board, volunteers and staff. This point will be further discussed at a later date.	Tina will email the Committee the revised version for approval through email.
4. New Business/Work Plan Items	4.1 Review Progress of Strategic Priorities & Objectives The CCN Operational Planning report was circulated. Senior management is meeting monthly to discuss areas of the plan as this is a new process. This will be put on the Consent Agenda for the next Board meeting. 4.2 Review Board Orientation The Board Orientation checklist was circulated. The committee felt this orientation list looked good as it was thoroughly reviewed and revised last year. 4.3 Board Evaluation & Assessment Process The yearly Board Self-Assessment questionnaire was presented. There were no changes suggested.	For Discussion For Discussion For Discussion

| 5. Policy Review | The Committee reviewed the below policies and made the following recommendations:

1. BD-160 Board of Directors Nomination & Election – Add words: "But not limited to" in the Profile of a Director 1st line.
2. A: Nominations Committee – Change the words "time to time" to "yearly" or "as required by the Board".
3. Under References change the word "will" to "may".
4. Review every 3 years.

Consent Agenda Policy – Committee felt this policy looked good. Suggestion made to bring this forth to the Board for further feedback as to how the Board feels the Consent Agenda process is going. | For Discussion

Consent Agenda policy will be included in the next Board meeting materials for further discussion. |
| Terminate | | Motion by: Stephen to Terminate |

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