



Governance Committee Meeting

<https://us02web.zoom.us/j/83007678946>

Meeting ID: 830 0767 8946

Passcode: 271412

Friday, April 10, 2026 – 9:00 am

MEETING AGENDA

<u>Welcome</u>	<u>Speaker:</u>	<u>Document:</u>
1. Quorum & Approval of Agenda	Jessica	Verbal
2. Land Acknowledgement	Jessica	Verbal
3. Approval of Previous Minutes – Feb. 12, 2026	Jessica	Attached
4. Business Arising from Minutes		
4.1 Nominating Committee Briefing Note	Jordan	Attached
5. Work Plan Items		
5.1 Review Board Evaluation & Assessment Process	Jordan	Attached
5.2 Review & Update Board Orientation	Jordan	Attached
5.3 Briefing Note – Meeting Cadance	Jordan	Attached

Next Regular Meeting – Friday, June 5th, 2026 – 9:00 am - Virtual

Governance Committee Meeting Minutes Zoom Meeting – Thursday, Feb. 12, 2026 – 9:00 am

Present: Jessica Clarke, Nadine Lee, Janet Burn, Jordan Prosper, Tina Stephens,

Regrets: Angela Grogan

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Nadine Lee to approve the agenda. 2 nd by: Janet Burn Carried.
2. Land Acknowledgement	Jessica offered the Land Acknowledgement	
3. Approval of Minutes	3.1 Approval of Previous Minutes – Oct. 3, 2025	Motion by: Janet Burn to approve the minutes of Oct. 3, 2025. 2 nd by: Nadine Lee. Carried.
4. Business Arising	4.1 Annual Board Declaration Tina informed the Committee that the yearly Board declaration paperwork was sent out to the Board. Everyone has responded and all yearly declaration paperwork is up to date.	For Information Purposes
5. New Items	5.1 Health & Safety Commitment 2026 The yearly Health & Safety Commitment for 2026 was distributed. 5.2 Nominating Committee Discussion Jessica proposed forming a nominating committee to recruit for the two vacant board spots, with the possibility of including an external member. The group discussed Board membership and nominating committee practices, with Jordan raising the question about CEO involvement and is this a conflict of interest. Committee did not feel it was a conflict, but Jordan offered to step aside if needed. Committee discussed extending current chair’s term for an additional year to provide stability during the transition to a new CEO and ongoing Strategic Planning. All members supported this idea. A proposal will be presented to the Board at the Feb. meeting. Jordan will provide Jessica with a briefing note to review before it is included in the materials for the next Board meeting.	Health & Safety Commitment will be sent to Chair & CEO for signature. Tina will email Suzanne Lawson who has sat on the Committee in the past. Jessica will reach out to the Treasurer to discuss transition ideas before the Board meeting. Jordan will provide briefing note to Jessica for next week.
6. Work Plan Items	6.1 Review CCN Bylaws Overall, the CCN Bylaws look good. Jordan proposed the possibility of moving to bi-monthly meetings for the next Board cycle in Sept.	This discussion will be brought to the March Board agenda.

	<p>Some concerns raised around Board member engagement and learning.</p> <p>6.2 Review Board Skills Matrix The Board matrix showed a good mix of skills with a focus on intermediate-level expertise, though identified gaps in legal, HR, and strategic planning areas. These areas will be targeted within the recruitment materials when recruitment begins. Committee suggested sending out the Matrix to the Board as it is a year old. This will help when recruiting for specific skill sets.</p> <p>6.3 Review Draft Board Member Application The Committee reviewed a new Board application letter that Jordan developed to improve the application process. Committee very supportive and felt it was a positive addition to help align CCN & Foundation board applications. Minor formatting suggestions will be made and shared at the next Board meeting.</p> <p>6.4 Risk Management Plan Jordan proposed a new Risk Management structure document. This document will be reviewed at the Board level twice a year with Senior management review quarterly.</p>	<p>Jordan will work with Communications team to ensure advertising materials are skills focused. Tina will email out matrix to the Board.</p> <p>Motion by: Janet Burn to accept the new Board application. 2nd by: Nadine Lee. Carried.</p> <p>The proposed new Risk Management template will be shared as a new item at the February Board meeting.</p>
Terminate		Motion by: Nadine to Terminate

Next Regular Meeting: April 10th, 2026 – 9:00 am – Zoom