

## **Board Briefing Note**

**Subject:** Proposed Change to Board Meeting Cadence

### **Purpose**

To seek Board approval to adjust the current Board meeting cadence from monthly to bi-monthly, aligned with the proposed Board Work Plan Schedule.

### **Background**

The Board currently meets on a monthly basis while taking July, August and December meetings off. While this cadence has supported regular oversight, evolving governance needs and operational maturity presents an opportunity to optimize meeting frequency while maintaining effectiveness and strategic focus.

A proposed Board Work Plan Schedule has been developed to better align Board agendas with key decision points, reporting cycles, and strategic discussions throughout the year (See Appendix A).

### **Proposal**

It is recommended that the Board transition from a monthly meeting schedule to a bi-monthly (every two months) cadence.

Board members are asked to refer to the proposed Board Work Plan Schedule, which demonstrates how core responsibilities, major decisions, and strategic priorities will be distributed across the revised meeting calendar.

### **Rationale**

- **Enhanced Strategic Focus:** A bi-monthly cadence allows for more substantive, forward-looking discussions rather than frequent operational updates.
- **Improved Meeting Quality:** Additional time between meetings can enable more comprehensive preparation, higher-quality material and more meaningful deliberation.
- **Efficient Use of Time:** Reduces scheduling burden on Board members while maintaining appropriate oversight.
- **Alignment with Work Plan:** The proposed schedule ensures all fiduciary and strategic responsibilities are fully addressed despite fewer meetings.

### **Committee Meetings**

There is no proposed change to committee meeting cadence. Committees will continue to meet at their current frequency to ensure ongoing detailed oversight and timely review of key matters. Committee outputs will continue to inform Board discussions as appropriate.

### **Risks and Mitigation**

- **Risk:** Reduced frequency could limit responsiveness to emerging issues.  
**Mitigation:** Special Board meetings can be convened as needed and committees will maintain regular engagement.
- **Risk:** Potential gaps in oversight between meetings.  
**Mitigation:** Continued committee activity and structured reporting through the work plan will ensure continuity.

### **Recommendation**

That the Board approve the transition to a bi-monthly meeting cadence, effective July 1 2026 and adopt the proposed Board Work Plan Schedule as a guiding framework.

### **Next Steps**

- Finalize and circulate updated annual Board calendar
- Align management reporting timelines with revised cadence
- Monitor effectiveness of the new schedule and revisit after one year

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**Jordan Prosper, CEO**

**Routes Connecting Communities  
Board Work Plan - Board Cycle View**

Virtual Meetings - 9:00 am  
In Person Meetings - 10:00 am



| Month     | Board Meeting<br>6 times/year   | Finance<br>6 times/year  | Governance<br>5 times/year   |
|-----------|---|--|--|
| August    |   |  |  |
| September | <b>Wed Sept. 23, 2026 In Person</b><br>Onboarding; Strat Plan Update; Confirm Annual Work Plan, Q1 Results  | <b>Friday, Sept. 11, 2026;</b><br>Q1 Results; Operating Plan Assumption; Terms of Reference Review; Confirm Annual Work Plan             |  |
| October   |   |  | <b>Friday, Oct. 2, 2026</b><br>Terms of Reference Review; Confirm Annual Work Plan; Board Educational Plan   |
| November  | <b>Wed. Nov. 25, 2026 In Person</b><br>Q2 Results; Reports from Committees (including Assumptions for 2026 Budget Planning); Regular reports and updates, Xmas lunch, CEO eval  | <b>Friday, Nov. 6, 2026</b><br>Q2 Results, Performance Indicators, Quarterly Gov. remittances, Financial policy review,                  |  |
| December  |   |  | <b>Friday, Dec. 4, 2026;</b><br>Board Policies, Annual Board Declarations, Strategic Priorities, HPCO Accreditation (2028)   |
| January   | <b>Wed Jan. 27, 2027 Virtual</b><br>Operating and Risk Plans approval; CEO Eval update, Health & Safety Commitment  |  |  |
| February  |   | <b>Friday, Jan. 8, 2027</b><br>Assumptions for 2026 Budget Planning; Risk Plan and Budget Review, Fee Schedule, Inventory of Investments | <b>Friday, Feb. 5, 2027</b><br>update on Nominations Process; Board Evaluation; Policy review if any, review Risk Management Plan  |
| March     | <b>Wed March 24, 2027 Virtual</b><br>2026 Accomplishments; CEO Year end Performance Review; CEO Attestation on Legal and Regulatory Requirements for 2025 Regular reports and updates; deeper dive on one or two topics Q3 results, Discuss AMM | <b>Friday, March 12, 2027</b><br>Review Q3, Final Budget, Auditor Engagement   |  |
| April     |   |  | <b>Friday, April 9, 2027</b><br>Nomination Process Update; prepare slate of Directors; prepare Officers, Committee Chairs and Committee members chart; review Board evaluations; Review AMM Agenda |
| May       | <b>Wed May 26, 2027 Virtual</b><br>Q4 Results; 2026 UnAudited Results; Strat Plan Update; regular reports and updates, Slate of Officers for next year.   | <b>Friday May 14, 2027</b><br>Review Unaudited Statements  |  |
| June      | <b>TBD June 2027 In Person</b><br>Annual Members Meeting; Post AMM Board Meeting to appoint officers and confirm committee chairs and members   | <b>TBD - Meet with Auditors</b>  | <b>Friday, Jun 4, 2027</b><br>Prepare for Onboarding; prepare Board Education plan for next cycle  |
| July      |   |  |  |

**In Person Meeting**