

Date: February 10, 2015

Time: 7:00pm

Location: Vic West Community Centre (521 Craigflower Road)

Board Members Present: President, B. Gaudet, Vice President, J. Meredith, Secretary, J. Casler, Treasurer, M. Medland, Past President, D. Carr, Communications, D. Purewall, Community Centre, K. O'Leary, Food Security, R. Rombs, Governance, N. Judd, Harbour, A. Whittall

AGENDA ITEM	Discussion
1. Approval of agenda	BG called the meeting to order at 7:01 pm.
2. Approval of CoTW minutes of January 13, 2015, (Attached)	That the minutes of January 13, 2015 be approved. Moved and Seconded Carried Unanimously
3. Business Arising from minutes (Action Items): a. Review of Finance Committee ToR b. Possible relationship with Fernwood Neighbourhood resource group c. Administrative support for transition of RNRT coordination to VWCA d. Coordinated email signatures for board e. Special Bulletin on CRD engagement strategy.	Action -That a task force be struck by RR and JM and other interested community members to discuss the future of the Resilient Neighbourhood Round Table (RNRT) after June. Moved and Seconded Carried Abstention NJ
4. Updates/Issues (If required)	
a. President - Bernie Gaudet	BG spoke of timing for possible for VWCA Strategic Plan, expects control frameworks to be complete in the next couple of months, and that strategic planning can begin in the summer. Action BG requested that everyone prepare their committee action plan and come to the month end board meeting prepared to speak to them.
b. Vice President - Jack Meredith	Nothing to report

COTW Minutes

c. Treasurer - Mike Medland	Nothing to report. A brief discussion ensued on reading financial statements.
d. Secretary - Jaclyn Casler	Nothing to report
d. Communications - Dar Purewall	Nothing to report
f. Community Centre - Kim O'Leary/ Johanne Thompson	KO provided update from recent committee meeting. Action <ul style="list-style-type: none"> • Use review of terms of reference (ToR) to establish relationship between committee chair, community centre, and VWCA president. • Review liability. • Review centre manager job description. • Complete Janitorial contract.
g. Events - Jack Meredith	Nothing to report.
h. Governance - Nan Judd	NJ indicated that she will be bringing a motion forward to the board related to committee ToRs
i. Food Security Collective - Robin Rombs	RR provided update of recent Work Bee and efforts to complete the risk management framework. Action <ul style="list-style-type: none"> • Liability management for volunteers - need for one time sign in sheet for long term volunteers.
j. Harbour - Audrey Whittall	AW provided an update of recent developments
k. Land Use - Doran Musgrove	DM provided an update on efforts by other community land use committees to arrange a meeting mayor for discussion of strategic planning and budgeting process.

<p>I. Resilient Neighbourhoods Round Table (RNRT) - Robin and Jack</p>	<p>JM provided update a recent meeting of RNRT where “sunsetting” was discussed, and informed everyone that a Point Hope/Dockside Green community open house will be happening in June.</p> <p>Action -That VWCA express interest through RR and JM to participate in the proposed RNRT/Vic West street party in 2015.</p> <p>Moved and Seconded Carried Unanimously</p>
<p>m. VCAN - Robin</p>	<p>Nothing to report</p>
<p>5. New Business: Motions arising from Executive Committee:</p> <ul style="list-style-type: none"> • Move that Committee meetings follow the protocol of Robert’s Rules, where a chair provides order, based on motions, and meeting minutes reflect moved motions/decisions. 	<p>A discussion ensued on appropriate use of Roberts Rules by VWCA.</p> <p>Action -That Roberts Rules of order be used by VWCA board members in Directors and COTW meetings, and that the spirit of Roberts Rules be brought to committees through the Chairs.</p> <p>Moved and Seconded Carried Unanimously</p>
<ul style="list-style-type: none"> • Move to require Committee Chairs to present Committee members for approval at the March 2015 end of month Board meeting. 	<p>Action -That Committee Chairs present a list of Committee members for approval at the March 2015 end of month Board meeting.</p> <p>Moved and Seconded Carried Unanimously</p>
<ul style="list-style-type: none"> • Move to assign oversight of the Occupational Health and Safety Program to appropriate person for establishment. 	<p>Action -That the Executive Committee create a standing committee to oversee the establishment of a occupational health and safety committee to oversee the staff and volunteers of the VWCA, and that it include the centre manager, a board member and at least one other member.</p> <p>Moved and Seconded Carried Unanimously</p>

<ul style="list-style-type: none"> • Move that Nan develop proposed policy review criteria for consideration of Board by April end of month Board meeting - protocols will need to be development for Committee process as per part 6, 43, and 44 of VWCA bylaws. 	<p>Action That the governance committee develop a proposed policy review process and criteria for consideration of Board by April end of month Board meeting. Moved and Seconded Carried Abstentions MM/DP/JM/DC</p>
<ul style="list-style-type: none"> • Move that Jack establish a Doodle poll to schedule next Board retreat by the end of June. 	<p>Action That Jack establish a Doodle poll to schedule next Board retreat by the end of June. Moved and Seconded Carried Unanimously</p>
<p>6. Adjournment</p>	<p>That the meeting be adjourned at 9:20pm. Moved and Seconded Carried Unanimously</p>