

**Minutes
(DRAFT)
Governance Committee
January 15, 2019
10:00 – 10:45 AM**

Present: David Kalaski, Abigail Fulton, Larry Richardson, Elaine Allan, Allan Bruce, Kelly Betts
Regrets:

1. Budget reporting

Governance Committee will recommend to the board processes and procedures for introducing budget drafts and budget approval with timelines.

2. Committee structure

Governance Committee will recommend to the board that board committees be limited to: Executive, Finance, HR and Governance committees and that task groups be struck whenever needed to oversee special projects and initiatives.

3. ED review

Elaine recused herself from this portion of the meeting.

4. Meeting Minutes

Governance Committee will recommend to the board that the following procedures be followed for minute taking.

- Minutes are to serve as record of the overall discussion.
- Don't put names into the motions.
- On request of the individual, put names of those that want to be identified as recusing themselves from various parts of the meetings.
- Prepare secondary documents that outline action items from meetings.
- Need to have the pathway used in decision making process.
- Reports of committee meetings that go to the board serve as more of an analogue.
- Can record consensus and not votes whenever possible.