

**Minutes**  
**HR Committee**  
**Dec 16, 2020**  
**10:00 – 10:45 AM**  
**By Teleconference**

**Present:** Kelly, Dawn, Abigail, Dennis, Cory.

**Staff:** Elaine

Attached are two documents for today's discussion.

1. Board member feedback
2. Staff Bonus Proposal

**1. ED Review next steps**

Kelly reviewed the feedback from the board regarding ED Evaluation.

The HR Committee discussed developing some tools and processes for collecting:

- Board Member Feedback
- Staff Feedback
- Partner Feedback

Purpose for capturing feedback would be:

- Effectiveness
- Relevance of Organization
- Relevance of Programming
- Emerging Trends
- Other

The Committee expressed concern about asking partners about feedback about the ED but liked the idea of asking the partners on feedback about the organization.

**Recommendations**

Work with a researcher to create survey to ensure the organization looks professional throughout the process. Finessing the questions would be important. It's more about the organization's performance than the ED's performance.

Action: Dennis to work with Elaine to find a researcher.

Action: Elaine/Dennis to provide an update via email to the HR Committee before next board meeting on January 19, 2021 re: researcher.

Research other SCBC jurisdictions or non-profits to find out about their compensation policies and options for Eds and staff.

## **2. Staff Bonus Proposal**

The HR Committee discussed the proposal to pay staff a bonus.

### **Recommendation**

HR Committee will recommend to the board that the staff be paid the 2020 bonuses at the January 19, 2021 meeting.

Action: HR Committee will meet again to discuss ED compensation and the logistics of implementing staff pension plans, employer RSP contributions and annual bonuses.