



MINUTES: Board of Management, Meeting 3 (2023-2024)

Monday, December 18, 2023 @ 6:30 - 8:30 PM, Hybrid via Zoom/Room 204

Board Members

Chair: Paul Saguil	Vanshika Dhawan	Min Oh (regrets)
Vice-Chair: Tom Spence	Aaron Hewitt (regrets)	Juan Camilo Rendon Ocampo
Secretary: Erika Voaklander	Brett House	Jaris Swidrovich
Treasurer: Zoe Robinson	Natalie Miller	
Ex-Officio: Councillor Chris Moise (absent)		

The 519

Executive Director	Maura Lawless
Director, Finance	Maria Martinez
Director, Strategic Partnership Initiatives	Jaymie Sampa
Manager, Strategic & Executive Planning (minutes)	Laura Gibbon

Item	Minutes
1	<p>Welcome and Introductions Paul Saguil opened the meeting at 6:30 PM, welcomed everyone including guests and delivered the land acknowledgement.</p>
2	<p>Approve Agenda Paul Saguil requested the Board to review the agenda for the Board Meeting of December 18, 2023.</p> <p>Proposed amendment:</p> <ul style="list-style-type: none"> To remove item 5.3 <p>MOTION 2.1: To approve the agenda, as amended, for the Board Meeting of December 18, 2023.</p> <p>Moved by: Zoe Robinson Seconded by: Natalie Miller</p> <p>That the Board of Management approve the agenda, as amended, for the Board Meeting of December 18, 2023.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Brett House Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence</p>



	<p>Decision carried</p>
3	<p>Approve Meeting Minutes Paul Saguil requested the Board to review the minutes for the Board Meeting of November 27, 2023.</p> <p>MOTION 3.1: To approve the minutes for the Board Meeting of November 27, 2023.</p> <p>Moved by: Brett House Seconded by: Juan Camilo Rendon Ocampo</p> <p>That the Board of Management approve the minutes for the Board Meeting of November 27, 2023.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Brett House Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence</p> <p>Decision carried</p>
4	<p>Declaration of Conflict of Interest(s) Paul Saguil confirmed no conflicts of interest were declared.</p>
5	<p>Chair Report/Executive Committee – Paul Saguil (Chair of the Board)</p> <p>5.1 Chair’s Report</p> <ul style="list-style-type: none"> • Paul Saguil thanked staff and Board members for their work and contributions in addressing emerging issues and responding to community need over the past year. • Next official Board meeting will be in February 2024; there will be a “Committees in Focus” session on January 29, 2024. Paul encouraged Board members to attend in person as there will be a social portion to that evening. <p>5.2 Committee Appointments (GHRC)</p> <p>MOTION 5.2: To approve appointment of Natalie Miller as Chair and Vanshika Dhawan as Vice-Chair of the GHR Committee.</p> <p>Moved by: Juan Camilo Rendon Ocampo Seconded by: Zoe Robinson</p>



	<p>That the Board of Management approve appointment of Natalie Miller as Chair and Vanshika Dhawan as Vice-Chair of the GHR Committee.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Brett House Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Paul Saguil Tom Spence</p> <p>Decision carried</p>
6	<p>Executive Director Report – Maura Lawless (Executive Director)</p> <p>6.1 December Update</p> <ul style="list-style-type: none"> • Maura Lawless thanked everyone for their work and contributions after another busy and productive work on the Board.
7	<p>Finance Committee Update – Zoe Robinson (Treasurer) & Maria Martinez (Director, Finance)</p> <p>7.1 Meeting Update</p> <ul style="list-style-type: none"> • Zoe Robinson provided a brief summary of the Finance meeting of December 6, 2023. • The finance committee met and is excited to share their support for the proposed budget being put forward. Zoe reminded the Board of its decision to transition to a one-step budget approval process. <p>7.2 2024 Consolidated Operating Budget</p> <ul style="list-style-type: none"> • The current strategic focus provides overall guidance and direction while at the same time recognizes that priorities will shift in response to workload, new opportunities, and emergent community needs.



2024 Recommended Budget-at-a-Glance

2024 Recommended Budget					
(millions of \$)	2024	2023		Variance vs. 2023 Budget	
	Budget	Budget	YE Forecast	\$	%
Revenue	\$10.672	\$10.047	\$10.202	\$0.625	6.2%
Expenses	\$10.850	\$10.094	\$10.219	\$0.757	7.5%
Surplus/Deficit	-\$0.179	-\$0.047	-\$0.017	-\$0.132	

- Zoe highlighted the potential range of surplus or shortfall if some of projected funding does not materialize. Staff will further define the threshold for 'at-risk revenue'.
- Staff will review the United Way Directed Donations line to understand what is included.
- Catering has already soft-launched; staff expect to be up to speed in March/April 2024. Currently purchasing equipment replacements and performing upgrades.
- Staff expect to hear back from the City in March about the budget proposal.

Jaris Swidrovich joined at 7:07pm.

- **MOTION 7.2a:** To go in camera to receive Appendix D – Cost Containment Strategies – In-Camera and Appendix E – Staffing/Benefits Detail – In-Camera reports

Moved by: Vanshika Dhawan

Seconded by: Tom Spence

That the Board of Management to go in camera.

Maria Martinez presented the reports outlined above as part of the overall 2024 Budget presentation.

MOTION 7.2b: To come out of camera.

Moved by: Zoe Robinson

Seconded by: Juan Camilo Rendon Ocampo

That the Board of Management come out of camera.

MOTION 7.2c: To approve the 2024 Consolidated Operating Budget.

Moved by: Zoe Robinson



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Seconded by: Erika Voaklander

That the Board of Management approve the 2024 Consolidated Operating Budget.

Recorded vote: Unanimous

Vanshika Dhawan

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Zoe Robinson

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Decision carried

MOTION: 7.2d: To approve the delegated authorities outlined in the 2024 Delegated Authorities and Contract Vendor Expenditures report in accordance with the Board financial policies.

Moved by: Zoe Robinson

Seconded by: Tom Spence

That the Board of Management approve the delegated authorities outlined in the 2024 Delegated Authorities and Contract Vendor Expenditures report in accordance with the Board financial policies.

Recorded vote: Unanimous

Vanshika Dhawan

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Zoe Robinson

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Decision carried

7.3 Financial Procurement and Payment Policy

MOTION 7.3: To approve the Financial Procurement and Payment Policy.



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Moved by: Zoe Robinson

Seconded by: Juan Camilo Rendon Ocampo

That the Board of Management approve the Financial Procurement and Payment Policy.

Recorded vote: Unanimous

Vanshika Dhawan

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Zoe Robinson

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Decision carried

7.4 Risk Management Policy

MOTION 7.4: To approve the Risk Management Policy. In 2024, the policy will be further revised to include measures of risk appetite and risk tolerance as well as a risk escalation protocol.

Moved by: Zoe Robinson

Seconded by: Juan Camilo Rendon Ocampo

That the Board of Management approve the Risk Management Policy. In 2024, the policy will be further revised to include measures of risk appetite and risk tolerance as well as a risk escalation protocol.

Recorded vote: Unanimous

Vanshika Dhawan

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Zoe Robinson

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Decision carried



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	Zoe thanked and acknowledged Maria’s hard work over the last 18 months for the work to enhance the finance reporting.
8	<p>GHR Committee Update – Erika Voaklander (Vice-Chair, GHRC) & Maura Lawless (Executive Director)</p> <p>8.1 Meeting Update</p> <ul style="list-style-type: none"> • Erika Voaklander provided a brief summary of the GHRC meeting of December 11, 2023. • GHRC will continue working with external consultant John Miller to write/review Board and governance policies. • The committee decided that the Executive Director (ED) Succession Plan will be dealt with at Executive Committee. Exec will propose a plan for how to create an ED succession committee including considerations for membership (board members and possibly other relevant stakeholders) and will report to the Board, ideally in mid-year 2024. Once the parameters are set and Board-approved, that group will carry out the plan.
9	<p>Other Business / Emerging Issues</p> <p>N/A</p>
10	<p>Adjournment</p> <p>Meeting was adjourned at 7:40 PM.</p>

Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
2	2.1 Agenda for Board Meeting of December 18, 2023
3	3.1 Minutes for Board Meeting of November 27, 2023
5	5.3 Board By-law Summary Report
7	7.1 Finance Meeting Summary: December 6, 2023
	7.2 2024 Consolidated Operating Budget and appendices including in-camera reports
	7.3 Financial Procurement and Payment Policy + Appendic
8	8.1 GHRC Meeting Summary: December 11, 2023