

Governance Committee Meeting Minutes

June 16, 2021

Attendance: Dave King, Alicia Laval and Elise Rudland on Zoom call.

1) Kathleen did not attend as a proposed agenda item was around if Chair of the SCCF Board should receive remuneration/stipend. However, in light of discussions, we recommend remuneration of Chair be considered under full Board Meeting.

2: Elise will call Peter to see if he wants to be back on Governance Committee (additional institutional memory)

3) We would recommend that each committee make a report at each full Board Meetings (even if nil report, put that on record)

4) We recommend that an agenda item for the next Governance Committee meeting be around communications. Examples discussed: emails from Board members to staff/consultant should always CC the Board Chair OR CC'ing the full Board OR use RACI model or similar (identifies the key roles and responsibilities: Responsible, Accountable, Consulted, Informed) to clarify roles and responsibilities and minimize communication overload.

5) We ask that an agenda item for the next full Board Meeting be how agenda items are added for each Full Board meeting. We recommend that each committee member can and should recommend agenda items and should inform staff administrator X amount of time beforehand (e.g. 1 week?)