

The Landing Board Meeting  
Wednesday March 2, 2016  
8:00 a.m. 0-77 SUB

Attendance: Laura, Chris, Matt, Victoria, Emily M., Batul, Emily D., Jane

1. Meeting called to order at 8:08AM
2. Introductions
3. Approval of the Agenda
  - a. Added item 9: Breakfast
  - b. Added item 10: Board Development
4. Appointment of new Board members
  - a. LGBTQ Organization Representative - Selena Arcovio, OUTreach
  - b. Students at Large - Matheus Azevedo, Batul Gulamhusein
  - c. Volunteer Representative - Emily Marriott

Jane/Victoria motion to approve these four individuals to The Landing Board of Directors.  
PASSED (4/0/0)

5. Approval of past Minutes
  - a. Victoria: From now on, we should approve the minutes from the prior meeting at each meeting, and only those present at the last meeting should vote to approve them.

Victoria/Chris motion to approve past minutes. PASSED (7/0/0)

6. Executive Director's update
  - a. Things are super busy. Lots of events coming up for pride week: Intersections of queer, pride in the workplace, NSSA dance, OUTreach drag show, clothing swap, makeup workshop
  - b. Ambassador breakfast next week
  - c. Recruitment
  - d. Grant writing - one grant was due this week, two due on the 15th.
    - i. Just submitted a grant application to FCSS
    - ii. Will apply for a CIP Project based and operational grant
    - iii. Coleen submitted an ECF grant
    - iv. Working on a CFEB grant
    - v. Southminster Steinhauer grant
    - vi. SSHRC grant
  - e. Budget will be available for the April meeting for approval

- f. Once the semester is over, clarifying job roles, creating boundaries
  - g. Will look into board development
    - i. Jane: we can do lots of the work around board development; we have a board development trainer assigned to us already that we can bring in again. He recommended that we have another board development session when we have a full board.
    - ii. Jane will take this on.
7. Committee Updates
- a. Finance and Administration Committee
    - i. Laura: met a couple weeks ago and went over budget things, looking at what's coming up, talked about grants. We're in a kind of limbo where we're not sure how much money we'll get. We already have a significant amount of money from a grant for the Gender-Based Violence Prevention Program that we can use, so we can put our DFU money aside for now.
  - b. Policies and Procedures Committee
    - i. Laura: we didn't set up a meeting this month, but we'll set one up soon after Pride Week wraps up.
    - ii. Current membership is Laura, Victoria, Emily M. and we added Batul, Chris, and Matt to the committee today.

8. Signing Authority

- a. Laura: thinking about only having folks on the Finance and Admin Committee having signing authority

Jane/Victoria motion to have all members of Finance and Admin Committee have signing authority. PASSED (7/0/0)

- b. We'll ask Sirina if she'd like to join Finance and Admin

9. Ambassador Breakfast

- a. The Landing is hosting an Ambassador Breakfast on Tuesday March 8th at 7:30AM. Doors will open at 7, breakfast at 7:30 and talking will start at 7:45.
- b. Purpose is to start creating a network of folks who can support The Landing. Lots of folks from other non-profits, government representatives, and corporate folks will be there. Guests will sign up to be an Ambassador by giving us their contact info and will start receiving newsletters.
- c. Emily asked Cody to speak for around 5 minutes on behalf of the board. Cody doesn't have access to his calendar until Thursday at 7:00PM so he's not sure if he can do it, so he asked if we could find another board member to speak if he can't make it.
- d. Laura volunteers to speak if Cody can't be there.

- e. Jane: Are there any plans to do any active solicitation for donations at the breakfast?
- f. Emily D.: The main purpose is feedback and engagement, asking people for their input. The last part of the speaking portion will talk about allyship and being an ambassador. If Emily D. has time, she'll figure something out for soft fundraising.

#### 10. Board Development

- a. Laura: As mentioned earlier, we had someone from the province come in to give us a session on board development. We'll schedule another session soon.
- b. Jane will look into getting in touch with that person
- c. Jane: when will we recruit for the two open board positions? (Community and Organization reps)
- d. Victoria: We could coincide with the VPOF/Students' Council representative changeover in May
- e. Jane: Will be leaving in August so her spot will need to be filled as well. We could start recruitment to be done in may and organize a board retreat then so that everyone is on the same page.
- f. Jane: We could plug the two spots at the Ambassador Breakfast
- g. Chris: to the new board members - please ask questions whenever you're not sure about something, especially before voting on something you may not 100% know about.

#### 11. Next meeting

- a. This time works for everyone here.
- b. Next meeting will be held at 8:00AM on Wednesday April 6th, 2016.

#### 12. Chris/Emily M. motion to adjourn. PASSED (7/0/0)

Meeting adjourned at 8:58AM