

The Landing Board Meeting
Wednesday April 6, 2016
8:00 a.m. 0-77 SUB

Present: Selena, Emily, Sirina, Jane, Cody, Laura, Matt

1. Call to Order at 8:07am
2. Approval of the Agenda
3. Approval of Minutes from March 2, 2016
4. ED Report
 - a. Last board meeting was before pride
 - b. Pride went well - debriefed with Chris
 - c. Ambassador breakfast was a success
 - i. Harcourt house agreed to do programming with us
 1. Embroidery this week
 - d. Last week with regular hours
 - i. Reduced hours next week
 - e. Exit interviews with Volunteers happening now
 - f. Waiting to hear back from FCSS Grant Application
 - g. Doing consultation work with Minister of Education - doing sessions with the caucuses
 - h. Got a lot of donations from the breakfast, waiting to set something up with Peter - Estimated \$1000 in donations
 - i. Emily is presenting at the Canadian University Queer Services Conference in May
 - j. Looking for volunteers
 - i. Action: Emily to send out call for volunteers to the board members
 - k. Sample Budget handed out if the Landing doesn't get any grant money and the budget of what's left of the grant money to be used by September 2016
 - i. We will know in June if we get a second year of that grant
 - l. The DFU money is only used to cover Rafiki's wages and some of the volunteer programming
 - m. 4 or 5 grants up in the air at this point
 - n. Emily is planning to draw down all of the grant money by September
 - i. Action: Emily to add in a few lines on the budget and bring it back to be approved
 - o. Gave Rafiki a raise because he has worked at the Landing for the year
 - i. Next time, Emily will come to the Finance and Administration committee next time
 - ii. Emily gave him a list of 5 or 6 deliverables
 - iii. We don't have a process set in place for raises (automatic increase and merit based)
 - iv. Action: Policy committee to create a process (or borrow the SUs) for wage increases
 - p. We have an office in 2-900 now - a quiet space for working

5. Committee Reports

a. Policies and Procedures Committee

i. Conflict of Interest

1. Rules around people being involved in different things
2. If you are directly working on the project that poses the conflict then you would have to step back - be able to distance yourself

ii. Confidentiality

1. Changing door codes
2. Action: Sirina will get Emily the process for re-coding doors
 - a. Could different groups have different codes? Ex. Rainbow Peers Groups
3. Volunteers have access to the computers
 - a. Emily won't give volunteers access to her new computer
4. Policy about people coming into the space and taking pictures and videos

iii. Dealing with crisis situations

1. Have policy to fall back on when dealing with crisis

iv. Representing The Landing

1. How we can use their title out in the community as a Landing Board Member
2. We want Board Members to be able to promote the group
3. We don't want to commit the Landing to things without consulting the group first
4. When receiving an honorarium or payment for something where you are listed as a board member of the Landing then the board should know about it
5. Part of Colleen's work is working with Huskies Football Team
 - a. Part of this is swag - huskies hoodies with GVPPP
 - b. Policy around swag

v. Christmas shutdown

1. For SU office closed during the christmas and staff have to take their vacation
2. Staff should not be required to take their vacation hours while the building is closed for the Holiday break

vi. Organizational Tree

1. Create a visual representation about where their positions are in the organization

vii. Door codes

b. Finance and Admin Committee

i. Budget

6. Continuity

- a. Change over on the board
- b. Victoria is hoping to come back
- c. Cody is leaving but we would love to have him stay as a student member
- d. Jane is leaving the board as well

- e. Motion: All were in favour of having Cody stay on the board as a community member
 - i. Motioned by Sirina, seconded by Jane
 - ii. Motion passed, Cody abstained
- f. Action: Laura to set up a board recruitment meeting
- g. Janes replacement - possibly looking at the Pride Chapter or alumni
 - i. Looking to strategically get a member to build relationships

7. Mandate

- a. Motion made by Jane to approve the mandate, seconded by Cody.
 - i. The mandate of the Landing is:
 1. to offer support for gender and sexual diversity at the University of Alberta and related communities.
 2. support LGBTTTQQPIANU+ communities and individuals, as well as their supporters, friends, family and loved ones.
 3. to promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life.
 4. to offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.
- b. Motion passed unanimously

8. Board Development

- a. Meet within April to round out the board by May
- b. Set up a time for Board development
- c. Robb Hagg @ Alberta Government is happy to come out to do the board development. May want to assess where the new board's needs are and then contact him.

9. Cheque Authorization

- a. Emily signs off on Colleen's Cheques Req
- b. ED and one of the board members on campus could sign the cheques that are not for the ED
- c. If the money is going to the ED then two board members would need to sign the cheque req
- d. Motion made by Cody to have the SU staff representative, SU executive representative and Executive Director of the Landing, seconded by Selena
- e. Motion passed unanimously

10. Status of Women Canada Conference Call

- a. First conference call - April 13, 2016 from 1pm – 2:30pm EST
 - i. Laura, Colleen and Emily would like to be in on the call
 - ii. Action: Laura to talk to folks who were involved in the project before
- b. Address the unique safety issues for women and recognize achievements
- c. Second conference call - April 27th, 2016 time to be determined

11. Next meeting

- a. May 4th, 2016 at 9am
- b. Action: Laura to send out an email to confirm this time works for everyone

12. Adjournment

- a. Adjourned at 9:09am