



The Landing Board of Directors Meeting  
Tuesday September 13, 2016  
8:00am – SUB 0-33

1. Call to Order
  - Call to order at 8:09am.
2. Approval of the Agenda
  - Motion to approve the agenda approved unanimously.
3. Approval of Minutes from August 16, 2016
  - Motion to approve minutes from August 16, 2016 approved unanimously.
4. Chair's Report
  - Email from the executive coordinator of the chancellor from the Senate. She stopped by yesterday and thought it was great! Senators have been expressing interest with the Landing and will be looking to get more involved in the future.
5. Executive Director's Report
  - Rafiki is on medical leave for the time being, goal for return is between 4-6 weeks. He'll be returning at a part-time level and then work back up to full-time.
    - Proven difficult to function without a volunteer coordinator, especially with new volunteers and programming.
    - Proposal to hire a temporary volunteer coordinator during Rafiki's absence, with 15-20 hours a week and a \$16/hour salary.
    - Double check the procedure and confirm that everything is within policy.
    - Ensure that the process is open to not create hostilities within volunteers.
    - Post would be needed to be up for 7 days, with interviews taking place within this time.
    - Cody motions that the board approves the ED request to reallocate funds to hire a temporary staff member for the role of acting volunteer coordinator
      - Hired at \$16/hour for 20 hours a week at the ED's discretion, for no more than 8 weeks.

- Motion passes unanimously.
- Sirina has aided with the review of Colleen's contract, smaller discussions have been brought up.
  - It's been clear that Emily and Colleen don't have specific job descriptions and has provided minor conflict at times.
  - Going into the renewal, conversations should be had about Colleen's specific job description, with the board's support.
  - There has also been confusion within staff, the SU with the relation between GBVPP, the Landing, and the SU.
    - Marc describes the relationship between the GBVPP and the Landing and equals and separate entities.
    - Understanding that the GBVPP is a project of the Landing and working intertwined.
    - GBVPP was granted funding through the Status of Women Canada and when a more permanent operation was desired, the Landing came into creation, moving the GBVPP into the Landing, with the Landing uses the remaining funds of the grant.
    - Short-term arrangements can be looked at for Colleen's contract and in the long-term, conversations can be had to clarified for the GBVPP conflict.
    - Using Sirina as the main point person for the GBVPP conversation can help with discussion.
    - The two main goals would to be have support with reviewing Colleen's contract and how to proceed with GBVPP conversations.
    - GBVPP is a Landing program, so changes were made so that Colleen reports to the ED instead of a staff member within the SU. Four months prior to the establishment of the Landing, GBVPP ceased to exist and the Landing taking on some programming to meet with grant requirements.
    - Going forward, a meeting can be set up with the executive meeting, along with Laura and Chris, to sort out the narrative.

- Chris motions that the Landing requests personnel records from all staff of the GDPP and the Landing under SU supervision, along with any relative documentation.
      - Motion passes unanimously.
- Sirina has suggested that the board could assist with general tasking on a volunteer basis during Rafiki's absence.
  - Tasking has been documented to see if the responsibilities and what the staff are doing actually matches with the job description.
  - Ensure that the ED is always writing down hours.
- HR grant is coming in and discussion is looking at putting this towards admin cost.
  - 20% of all granting would be allocated towards admin costs.
  - Cody proposes that the board passes to have a cap of 20% of grant funding to go towards administrative costs.
    - Motion passes unanimously.

## 6. Discussion

- Board Roles and Responsibilities
  - Issues surrounding the boards role in governance and oversight. If needed, an executive committee can be created to provide more guidance.
  - Sirina, Selena, Cody, and Ben could create a separate board to have more regular contact, with this committee meeting once a month. Providing a contact point once every two weeks.
  - Emily has appreciated the support so far, so this could be beneficial to help the Colleen and Emily.
  - Executive committee with a purpose to provide operational support to the staff and the program that are run through the Landing.
  - Sirina proposes a motion to create Executive Committee.
    - Motion approved unanimously.
- Proposal of a Board Retreat
  - Lost contact to set up a board retreat, but would be productive to look at setting up a new date for the retreat.

- Poll will be sent out on availability, most likely to be on the weekend. Will get into contact with the government to get further details.
- Leak Update
  - Letter has been drafted to Emily, just waiting for approval.
  - Goal is to create a permanent solution for the leak.
  - Ask for the SU to play a larger role in the solution, with the response time aimed for a week.
- Policy and Procedure Committee Update
  - Emily identified that Colleen's contract is up for renewal, staff appraisals being the first topic discussed at the committee.
    - SU performance appraisal format has been sent to Emily for review, looking at combining the ideas provided.
    - Addition of "other staff" to create a 360 review format.
    - Discussion of including guests into the review process, but ultimately decided that it would be inappropriate.
    - Change to point A to provide review consistency. One review will be had per year and additional ones can be provided based on need as per the supervisor's discretion.
    - Selena proposes to adopt the staff appraisal policy.
      - Motion passes unanimously. Will be adapted into the official policy PDF.
  - Separate policy can be created to deal with record management and staff reviews.
  - Originally, we wanted to see a draft of the bylaws approved for the AGM by October.
    - Proposed changes to bylaws were in the works, but unsure as to when implementation of bylaws was to happen.
    - Goal to approve more policy prior to re-drafting bylaws and if they can't be completed by the AGM, another GM can be formed to approve said changes.
  - Call to sign up for policy writing and help move along this process.
  - General feedback on bylaws can be productive, especially to help guide which policies need to be worked on.

- Strategies on tackling bylaws and policy can be discussed at the next meeting on September 29th.
- Finance and Administration Committee Update
  - Discussed setting different financial policies with PPC
  - Discussion of a cash float to aid with volunteer reimbursement.
  - Policy to look at how to bill the SU.
  - Colleen's contract has been tagged and will be looked at with Personnel Committee.
  - Big finances will be tackled with a larger budget.
  - Discussions with CRA guidelines.
- Personnel Committee Update
  - Discussed Rafiki's medical leave.
  - ED's contract can be topped up and a structure to allow this will be discussed.
- Annual General Meeting
  - AGM will be hosted at 5pm on Thursday October 27th.
  - Minimum of 30 students need to be in attendance

## 7. Business

- Terms of Reference Approval
  - Item carried to the next board meeting.
- Overflow Room Lease
  - Discussion to ask the SU for a request to apply for the access for the backroom space.
  - Item carried to the next board meeting.
- Credit Card Approval
  - Conversation have been had with ATB to provide a business credit card.
  - Cody motions that the Landing approves that the board secures \$2000 in a GIC for credit card application.
    - Motion approved unanimously.

## 8. Adjournment

- Meeting adjourned at 9:23am.