

Board of Directors Meeting

Date: Wednesday, July 12 2017

Location: ECHA 1-121

Present: Alix, Ilya, Colleen, Krystal, Bryan, Chris, Cassie

Regrets: Srosh, Cristine, Rohan



Call to Order at 5:06PM

1. Amend & Approve Agenda
 - a. Motion to Amend Current Agenda - **Passed:**
 - i. *Time-sensitive items will be brought to the forefront of the agenda*
 - b. Motion for Standing Addition to Current & All Future Agendas - **Passed:**
 - i. *A quick overview of how the board works will be added to the beginning of all agendas as a standing item to ensure everyone feels comfortable working within the parameters of the board and its bylaws.*
2. Amend & Approve Minutes
 - a. June 15th Minutes Pending (Recorded by a Proxy)
 - b. July 10th Minutes: **Accepted/Passed**
3. Elections:
 - a. Secretary: Cassie Robertson nominated and **accepted**.
 - b. Treasurer: Cassie Robertson nominated and **accepted** (Interim until September 1st 2017 or when a replacement is found)
4. Reports
 - a. Report from Chair: **Accepted**
 - i. The Volunteer Coordinator contract was updated and extended
 - ii. Staff evaluations will be conducted by Alix and Brian
 - iii. ISMSS and The Landing have continued to collaborate for Shades of Colour funding; Luce has requested to be an employee and not an independent contractor
 - b. Report from Staff: **Accepted**
 - i. Volunteer Update:
 - Currently 5 Returning Volunteers and 4 New Volunteers
 - More volunteers needed - Loose deadline of July 31st 2017, can extend if necessary
 - Volunteer Training: Most presenters have been booked; 3 spots left to fill
 - Rohan has completed training manual; Alix reviewing

- ii. Rohan will be away from August 7th - 16th (inclusive); Additional support will be needed during that time
- iii. GBVPP
 - Colleen has been working with sexual assault first responder training
 - Working on a webpage for GBVPP
 - August will be busy; Multiple presentations!
- iv. Colleen to be away from July 17th to July 25th; Once she returns GBVPP will require most of her focus

5. Budget

a. Budget: **Approved**

- i. Decision to remove the ED role and create a position that mirrors the volunteer coordinator but focuses on events as well as an office admin position

b. GBVPP Grant - Needs to be exclusively for staff pay;

6. Job Descriptions

- a. Board members are invited to edit the job description over the next week

7. Board Recruitment

- a. Christina will be vacating her position but has offered to find someone to fill Pride Alumni position
- b. Two Student at Large positions are open (typically filled October 1st) → Landing volunteers can advertise while tabling
- c. Community positions are open
- d. Selection Committee creation is **passed**

8. Committees approved and nominations **passed**:

a. Finance/Admin:

- i. Alix
- ii. Cassie (interim)
- iii. Ilya

b. Personnel:

- i. Alix
- ii. Bryan

c. Policies & Procedures:

- i. Alix
- ii. Krystal
- iii. Chris

d. Selection Committee:

- i. Alix
- ii. Krystal

- iii. Bryan
- e. Events Committee:
 - i. Alix
 - ii. Cassie
 - iii. Krystal

***Passed:** Colleen and Rohan to be invited to sit on the hiring committee

9. Discussions:

- a. Apology Letter - Edits to be made by Friday at 4PM
 - i. Standing Item: We need to constantly be asking where are we at and what are our next steps?
- b. Group Norms:
 - i. Guidelines that outline how we want to treat each other as a board
 - ii. Campfyrefly has an outline we could use; to follow up on next meeting
- c. Board Social/Discussion Meeting - Retreat
 - i. Use a social to create a vision for The Landing, to create a basis for strategic planning
 - *Point raised to invite volunteers to the strategic planning meeting
 - ii. AB has facilitators who can help with this (for free!)
 - iii. Government offers free board training (a minimum of 75% of the board must attend the training)
 - iv. A!PRG might offer something; Need to look into
 - v. Edmonton Chamber of Volunteer Organizations (ECVO) offer annual board training (aprox. \$90/person, need to confirm price) → offered annually. Need to look into; Called "ELEVATE"
 - vi. *Point raised to invite volunteers to board meetings
- d. Events:
 - i. Previously "Rainbow Welcome" is now Week of Liberation
 - Dean of Students is willing to donate funds if we can plan an event open to everyone for this week
 - a. The Landing Breakfast → Invited ministers, MLAs, MPs, any UofA admin, and as well as students who have benefited from The Landing; A great resource for funding. → Might want to move it to October
 - b. Suggestion to use the BBQ as promotion for The Landing Breakfast → Table for the events committee
- e. Evaluations & Assessments
 - i. There's a need for evaluations to ensure growth (improvements). Some ideas include surveys, focus groups.

- ii. Data is needed to ensure that we're able to get funding
- iii. We need to collect basic numbers
- iv. We need evaluations from our programs to ensure funding
- v. Measure against mandate (ex: how safe do you feel in this space?)
- vi. More information from SU student surveys to be made available to the board at a later date

Meeting Adjourned: 6:52PM