

**The Landing Board of Directors Meeting**  
**Monday, November 27th, 2017**  
**4 p.m. – ECHA 1-121**



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*We wish to acknowledge that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Métis, and Nakota Sioux. We would like to acknowledge that the University of Alberta is situated on unlawfully stolen and unceded Papaschase Cree territory and we recognize both the historical and ongoing violence that settler colonialism has and continues to perpetuate in this place.*

1. Call to order/check-in
  1. Call to order: 4:07PM
  2. Present: Alix, Cassie, Colleen, Ilya, Chris, Krystal, Bryan, Srosh, Holly (5:08PM)
  3. Check in question: What excites you most about The Landing?
2. Territory acknowledgement
3. Board tutorial
4. Amend & approve agenda
  1. Bryan/Ilya motion to amend agenda to include the below items. **Motion passed.**
    - i. Personnel Committee Report (Oral)
    - ii. Volunteer Representative Recruitment
5. Amend & approve minutes
  1. October 23<sup>rd</sup> 2017
    - i. Bryan/Ilya motion to approve minutes. **Motion passed.**
6. Reports
  - a. Chair - Bryan/Srosh motion to accept the report. **Motion passed.**
    1. Questions for clarification regarding what happened with last year's audit:
      - a. What does the grant contribute towards the audit fee?
        - i. The final grant audit will cost \$1,000.00 and suggests using the grant funding for that portion of the audit
      - b. The report says that there is a need for conversations about how program funding will be secured - who will have those conversations and when?
        - i. The board will discuss this under today's business (The future of the landing)
  - b. Staff
    1. Srosh/Chris motion to accept Katie's report. **Motion passed.**
      - a. Bryan compliments the thoroughness of Katie's report and her hard work!
      - b. Question of whether Katie is doing too much work. It is suggested that we have that conversation with staff during the upcoming staff evaluations

2. Chen's report. Ilya/Chris motion to approve the report. **Motion passed.**
  - a. Alix notes how impressed they are with Chen's reporting and emphasizes how helpful it is.
  - b. Question of unique visitors - Suggestion to ask volunteers to record if it's someone's first visit (second suggestion to use sign-in sheets that
  - c. Suggestion to separate the number of organizers and visitors for programming reports
  - d. Request to include average number of volunteer shifts per person

The board wants to recognize both staff for their reports and hard works, and stresses how invaluable this type of reporting is!

## 7. Discussion

- a. Personnel Committee update
  - i. Srosh will be meeting with staff and Ellen from HR for evaluations
  - ii. The committee talked about board policies and creating a code of conduct based on board feedback, and presenting that to the board

### b. Feedback form

[https://docs.google.com/forms/d/1QxgbWtWqdxlXQB444jinljlSPcP7Qioc9EjLN8M\\_LI0/edit?ts=5a0b7e2f](https://docs.google.com/forms/d/1QxgbWtWqdxlXQB444jinljlSPcP7Qioc9EjLN8M_LI0/edit?ts=5a0b7e2f)

- I. Bryan raises the question of how we want to act on the feedback we're inviting, what the methodology will be for following up, etc. Ilya suggests that the policy committee create a policy regarding feedback
- II. Alix asks if there is a way to differentiate between valid and non-valid feedback (ex: queerphobic feedback). Krystal suggests that we shouldn't have to follow feedback that goes against our mission statement
- III. Chris suggests differentiating between urgent and non-urgent feedback and finding a way to mark actionable items
- IV. Bryans suggests finding a method to monitor the feedback
- V. Colleen raises concerns over the emotional labour of staff having to read the feedback
- VI. Cassie suggests clarifying on the form that feedback will be read once a month at a board meeting, and that the person should e-mail one of the following contacts (Krystal, Alix, or Katie) for more urgent matters
- VII. Chris offers to help take the lead on writing suggested changes
- VIII. Bryan acknowledges that having an opportunity for feedback is valuable
- IX. Alix asks for the board to take over the process of the feedback form and to come back with a plan for next month.

c. Volunteer Rep Recruitment

- I. Krystal created a form; only three people responded as interested in the position
- II. Eight people want to be involved in the selection
- III. 70% want the selection to be overseen by volunteers only
- IV. The majority want to see a similar process as used previously
- V. Those running want consensus based but ranked ballot if consensus is not reached in 2 discussions
- VI. Alix clarifies there might've been confusion with language: only the board can govern the selection of the volunteer representative. The board is responsible for creating a policy for volunteer representative because the board technically oversees the volunteers
- VII. Alix suggests having the volunteers create their own policy to present to the board, that we can then pass at the upcoming meeting
- VIII. Srosh thanks Krystal for creating the form and asks what a timeline for the representative will look like: Krystal would like to have one by the end of the week
- IX. Suggestion to create a policy prior to the next board meeting and aim to have the new representative in place by January, with a suggestion to change the start and end date of the term to January
- X. Suggestion to reach out to AiPRG or Discover Governance if we require a third party to assist with consensus based

d. Treasurer election

- I. No one is nominated for treasurer
- II. Bryan/Holly motion to spend \$5,500.00 on our audit. **Motion passed.**

e. The future of The Landing

- I. Alix wants to recognize the work that we've done as a board. At the same time there is still a lot of work to do regarding policies/bylaws, strategic plan, etc.
- II. Alix outlines future options:
  - A. Continue on as a board, but Alix will be removed as chair by SU to allow them to focus on their work as an SU employee, as they are currently spending too many hours a week on The Landing for it to be feasible
  - B. Find a larger organization to take in The Landing and help stabilize the organization from an institutional level, allowing someone else to support staff, and allowing the board (if it's a temporary change) to act as an advisory committee. Potential organizations that Alix has brainstormed include:
    1. Students Union
    2. Dean of Students

3. Another LGBTQ+ serving NPO in Edmonton

- III. Holly asks for clarification about what tasks the board needs to complete.  
Answer:
- A. Completely rewrite policies & by-laws
  - B. Create vision & mission statement
  - C. Create a strategic plan for at least the next 3 years
  - D. Ensure budget is sustainable
  - E. Create a fundraising committee of some capacity
  - F. Bring in new board members/applications
- IV. Chris explains that a strategic plan could help us, and accomplish a lot; It's something that could be done in a day, and could alleviate the chair's involvement in committee work as it will outline everything that needs to be done
- V. Bryan asks if there's anything on Alix's plate that staff or the board could help with; Such as delegating to the vice-chair
- VI. Srosh asks what we can do immediately to relieve Alix of work, and how much is necessary to have another referendum
- A. A strategic plan is needed as soon as possible
- VII. Chris volunteers to create an agenda and start the process for the next meeting
- VIII. Bryan suggests having a person to coordinate the committee meetings. Cassie volunteers.
- IX. There's still the question of treasurer since no one on the board is currently able to fill that role.
- X. Holly volunteers to join recruitment committee
- XI. GVBPP - Colleen explains that there is an incredible amount of oversight and support required for her position during the upcoming transitioning period. Request for meetings in the upcoming weeks to chat with folks and ensure that there's a plan for moving forward. She requires a strategic plan for 2018
- XII. Bryan asks if there is someone on the board who would be able to support GBVPP and suggests bringing in someone from Athletics & Rec at the University of Alberta
- XIII. Check-ins to discuss how people are feeling about asking other organizations to take in The Landing
- A. Srosh explains that it might be worthwhile to ask the SU for assistance since they helped in founding The Landing
  - B. Ilya suggests having a trial period to accomplish as much as we can and revisit the conversation in February or March
  - C. Alix discusses other solutions, such as expanding the services we receive from the SU
- XIV. Alix can commit to staying on the board until April, however they will only be able to work 5hrs/week

- XV. Alix says that if we don't have the capacity to fundraise we might be able to find someone to fundraise for us
  - A. Bryan says that Alt-View is open to fundraising partners, especially if they can have marketing support
  - B. We need \$10,000.00 to ensure programming can run next year. Our options include fundraising or cutting the admin staff for the summer.
  - C. The Landing is supposed to host a donor event once a year
  - D. The Imperial Sovereign Court of the Wild Rose has offered to fundraise on our behalf
- XVI. Immediate plan of action moving forward:
  - A. Chris and Srosh to set up a board strategic planning day; He will set up the agenda for the upcoming meeting to ensure lots of brainstorming.
  - B. Have e by-laws created by February 2018.
  - C. Revisit the budget.

8. Business

- a. Approve audit spending
- b. Bryan/Cassie motion for the coordinator to approve spending up to \$250.00 without board approval

9. Feelings check

10. Adjournment

Meeting Adjourned: 6:37PM