



Greater Victoria Acting Together



## GVAT Board of Directors Meeting

### MINUTES – Mar 29 2022

**Participants:** Brigitte McKenzie, Susan Layng, Eric Doherty, Amber McMillan (minutes), Matthew Cook, Stephen Tyler (arrived late)

**Regrets:** Mike Glover (Mike asked for leave of absence from Board meetings via email at 6 p.m.)

**Follow-up:**

1. [Secretary GVAT](#) will change the Strategy prefix and reboot Susan’s account
2. [BoardofDirectors@gvat.ca](mailto:BoardofDirectors@gvat.ca) will each create a written description for each portfolio by next board mtg.
3. [Secretary GVAT](#) will create a phone number Board list
4. [Secretary GVAT](#) will create a naming convention fonts and logos
5. [Secretary GVAT](#) will change Zoom login for organization this month
6. [Treasurer GVAT](#) to initiate the fundraising campaign plans as recommended in mtg.
7. [Strategy GVAT](#) take DRAFT ‘idea’ of Friends of GVAT policy to next planning committee mtg

Time	Agenda Item
6:33	<p><b>Welcome</b> - Brigitte</p> <p><b>Land Acknowledgement</b> - Matthew</p>
6:40	<p><b>Discussion with Eric re: login to Zoom link via email</b></p> <ul style="list-style-type: none"> <li>● reminded that we need to use our board email accounts so that we have access to the workspace and calendars</li> </ul> <p><b>Need to have each other’s cell numbers:</b></p> <ul style="list-style-type: none"> <li>● Amber will distribute list</li> </ul>
6:45	<p><b>Approval minutes - March 2&amp;4, 2022</b></p> <ul style="list-style-type: none"> <li>● <b>Moved: Amber</b></li> <li>● <b>Seconded: Matthew</b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>APPROVED: All in favour</b></li> </ul> <p><b>Approval of Agenda - March 29, 2022</b></p> <ul style="list-style-type: none"> <li>● <b>Moved: Amber</b></li> <li>● <b>Seconded: Brigitte</b></li> <li>● <b>APPROVED: All in Favour</b></li> </ul>
6:55	<p><b>Prefixes for Board of Directors</b></p> <ul style="list-style-type: none"> <li>● Strategy - change to: planningcom@gvat.ca</li> <li>● Chair &amp; Co-Chair - keep discussing options so each are seen as equal partners</li> </ul>
7:06	<p><b>Confirming portfolios of board members: creating written descriptions</b></p> <ul style="list-style-type: none"> <li>● Chairs are requesting each portfolio to create a written role description for each portfolio they hold for next month's mtg.</li> </ul>
7:10	<p><b>Workspace Q &amp; A</b></p> <ul style="list-style-type: none"> <li>● calendar review <ul style="list-style-type: none"> <li>○ shared screen to show calendar scheduling</li> <li>○ adding links to descriptions</li> </ul> </li> <li>● Template use <ul style="list-style-type: none"> <li>○ reviewed where they are on the BoD Shared drive and how to use them</li> </ul> </li> <li>● Zoom integration <ul style="list-style-type: none"> <li>○ needs to be changed to new email account - Board supported this notion</li> <li>○ integrate with staffing to ensure it goes well</li> </ul> </li> <li>● Shared Drives <ul style="list-style-type: none"> <li>○ shared screen to view the drive location and the function of cloud based files instead of multiple files</li> </ul> </li> </ul>
7:46	<p><b>Future board meetings</b></p> <ul style="list-style-type: none"> <li>● Chet cannot meet on Tuesday evenings <ul style="list-style-type: none"> <li>○ IAF practice is that all Lead organizers attend board meetings <ul style="list-style-type: none"> <li>■ change the evenings? switch from Tuesday to Thursday?</li> </ul> </li> </ul> </li> <li>● Brigitte will send another Doodle poll</li> </ul>
8:05	<p><b>Clarification of expectations for Susan as representative of board to Strat Hub Planning committee</b></p> <ul style="list-style-type: none"> <li>● Susan brings a rich understanding to the Strat from past experience</li> <li>● Her role should focus on: <ul style="list-style-type: none"> <li>○ sharing the board support and appreciation to Strat members</li> <li>○ liaising as a friend, communicating boards universal support</li> <li>○ sharing Board work, as appropriate and as needed</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ keeping eyes and ears open to get a ‘feel’ for the energy and any information that the Board should be made aware of</li> <li>○ looking for gaps in awareness between board and planning committee members</li> </ul>
8:15	<p><b>Fundraising- April and beyond</b></p> <ul style="list-style-type: none"> <li>● Start a campaign for funding - grants &amp; donations <ul style="list-style-type: none"> <li>○ make a pitch to enable regrouping and re establishment</li> <li>○ reorganize mailing list to create targeted mailouts <ul style="list-style-type: none"> <li>■ request Chet and Beatrice’s time for this</li> <li>■ create a small team to help <ul style="list-style-type: none"> <li>● ask Strat Hub for members to join</li> <li>● ask Board members to support in editing mailout details</li> <li>● external comm’s team? <ul style="list-style-type: none"> <li>○ ask current people and some others in the peripheral of the team to join in</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><b>MOTION: The board endorses the Treasurer to act on the strategy proposed in the meeting for fundraising.</b></p> <p><b>Moved: Stephen</b></p> <p><b>Seconded: Matthew</b></p> <p><b>APPROVED: All in Favour</b></p>
8:17	<p><b>In Camera session</b></p>
8:31	<p><b>Friends of GVAT policy - Q &amp; A</b></p> <ul style="list-style-type: none"> <li>● Ruthie Wicks email should also be considered <ul style="list-style-type: none"> <li>○ categories of leadership for GVAT support could allow this to be a way for organizations that lack funds to participate <ul style="list-style-type: none"> <li>■ perhaps this is NOT the same?</li> </ul> </li> </ul> </li> <li>● Strat Hub decision? <ul style="list-style-type: none"> <li>○ how do we get the volunteers we need and maintain the influence of the membership groups?</li> </ul> </li> <li>● The idea needs to be pushed out to Planning committee, et al, for feedback and proposal back to Board</li> <li>● Board will create policy to sit outside of by-laws <ul style="list-style-type: none"> <li>○ best practice</li> </ul> </li> </ul>

8:42	<b>Motion to ADJOURN meeting</b> <b>Moved: Amber</b> <b>Seconded: Matthew</b> <b>APPROVED: All in Favour</b>
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NEXT meeting to be determined following Doodle Poll - in approx. 1 months time