



## GVAT Board of Directors Meeting

JANUARY 26, 2023

### Draft MINUTES

**Time:** 6:30 - 8:30 pm

**Attendees:** Brigitte McKenzie, Stephen Tyler, Susan Layng, Matthew Cook, Eric Doherty, Mike Glover. Strat Hub planning committee (guests): Joyce Harris, Jane Welton, Ruby Berry, Tracey Scott

**Regrets:** Amber McMillan

**Follow-up:**

- Stephen and Jane agreed to continue to serve in oversight role with Sonia for the duration of her new contract
- Stephen, Ruby and Tracey to prepare draft ToRs for Strat Hub as initial step in follow-up to Sonia's report and share with this group at an in-person meeting Feb 10
- Status of GVAT membership in IAF also relevant: IAF working group to report to next Board meeting
- Chair / Co-chair to prepare agenda and notice of AGM (see guidance in bylaws)
- Stephen: follow up with VanCity re: \$20k GIC & cancel credit card
- Stephen agreed to send Eric a list of members / delegates tied to dues invoices so that Eric could organize outreach conversations.
- Next meeting: Feb 23, 6:30-8:30 pm on zoom  
Chair / co-chair to confirm zoom link and agenda

	Item	Lead
1	Welcome	
2	Land Acknowledgement	Stephen



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3	Motion to Approve Agenda: Matthew / Eric. Carried	
4	Minutes of <a href="#">November 24th meeting</a> : Stephen proposed amending the minutes to remove reference to IAF under discussion of Sonia’s report as nobody seemed to know what this meant. Minutes as amended: Stephen / Eric. Carried.	Stephen
5	<p>Sonia’s <a href="#">new contract</a></p> <ul style="list-style-type: none"> <li>• Proposal is for Sonia to provide coaching &amp; facilitation. GVAT will need to make decisions and take action</li> <li>• Term “supervision” in draft contract modified to “oversight”</li> <li>• Stephen and Jane agreed to continue to serve in oversight role with Sonia for the duration of this new contract</li> <li>• Motion to approve Sonia’s contract as amended: Stephen/Eric. Carried.</li> </ul>	Stephen  Joyce
6	<p>Discussion of next steps in following up Sonia’s report Supporting docs: <a href="#">report</a> / <a href="#">next steps</a></p> <ul style="list-style-type: none"> <li>• Two key steps: Strat Hub ToRs and decision process + vision / mission / goals clarification.</li> <li>• Need to clarify purpose of Strat Hub and how it makes decisions so that members and delegates understand what it does and leaders can ensure accountability.</li> <li>• Check our assumptions about how it works now.</li> <li>• Urgency: we need to have solid proposals on both of these points to put to the Delegates Assembly concurrent with AGM</li> <li>• Stephen, Ruby and Tracey to prepare draft ToRs for Strat Hub as initial step in follow-up to Sonia’s report and share with this group at an in-person meeting Feb 10</li> <li>• Status of GVAT membership in IAF also relevant to some of this: IAF working group to report to next Board meeting</li> </ul>	
7	<p>Secretary responsibilities - google workspace, fireflies, and zoom</p> <ul style="list-style-type: none"> <li>• Discussion on this item limited in Amber’s absence</li> <li>• Her capabilities in Google workspace much greater than others and with her departure training will definitely be needed.</li> <li>• Sonia Theroux has indicated she could provide such training if we wished</li> <li>• Sammy can help with basics</li> </ul>	



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	<ul style="list-style-type: none"> <li>In the meantime, Amber recommends NOT proceeding with Fireflies AI until we have a board member who can use it effectively</li> <li>Brigitte has indicated she will pursue Google workspace training once she recovers from her cataract surgery</li> </ul>	
8	<p>AGM planning: agreed on Mar 30 as tentative date for AGM. (The Bylaws do not specify minimum notice requirements but formal notice should probably go to all delegates at least 4 weeks in advance, i.e. end of February, with regular reminders)</p> <ul style="list-style-type: none"> <li>Chair / Co-chair to prepare agenda and notice of AGM (see guidance in bylaws)</li> </ul>	Chair / CoChair
9	<p><u>Treasurer's report</u> &amp; grant submission</p> <ul style="list-style-type: none"> <li>Sammy is working on the website making minor edits and doing analytics and sorting out our Google drive files. She works 20 hours a week. She is also developing guidebooks for new members, and could be assisting with meetings more often</li> <li>With a healthy bank balance and no immediate plans to hire more staff, Stephen suggested that we deposit \$20k into a 1-year GIC to take advantage of higher interest rates.</li> <li>Vancity Visa credit card: this was used by LO for incidental expenses such as hospitality (coffee / lunch) at meetings, parking, books and office supplies, and travel. Card has Chet's name on it, and must be issued with some individual's name. We have several software subscriptions paid by credit card, but otherwise have no need for it. Stephen suggested cancelling the card and letting next Board determine if one is needed.</li> <li>Motion to approve \$20k GIC and cancel credit card: Stephen / Eric. Carried</li> <li>Stephen will soon start to send out invoices for annual dues to member organizations. Eric asked whether there were plans to reach out to members for conversation linked to the annual dues request. Stephen agreed to send Eric a list of members / delegates tied to dues invoices so that Eric could organize such conversations.</li> </ul>	Stephen
10	<p>Motion to Adjourn: Mike / Eric. Carried</p> <p>Next meeting: Feb 23, 6:30-8:30 pm on zoom</p> <p>Chair / co-chair to confirm zoom link and agenda</p>	Matthew