



Greater Victoria Acting Together



## GVAT Board of Directors Meeting

April 20, 2023

**Time:** 1:30 - 4:00 pm

**Date:** April 20, 2023

**Attendees:** Brigitte McKenzie, Stephen Tyler, Eric Doherty, Yvonne Hsieh, Tracey Scott; Sister Joyce Harris ( guest)

**Regrets:** Mike Glover

### MINUTES

#### Follow-up:

- Brigitte: send poll with updated options for Board meeting dates and times
- Brigitte: Do Covenant for May and June meetings
- Stephen: Do Land Acknowledgement for May and June Meetings
- Stephen and Tracey: Ensure that the immediate CRA filing requirements are completed as soon as possible.
- Stephen, Brigitte and Tracey: Clarify any other filing requirements
- Tracey: Create a contact list of Directors and share with Admin
- Brigitte and Tracey: Discuss creating GVAT email addresses for board members with Admin
- Tracey: Ensure Board page of GVAT website is updated as soon as possible
- Tracey: Work with Admin to ensure Directors have appropriate permissions to shared drives

Item
Welcome
Land Acknowledgement
GVAT Covenant
Motion to Approve Agenda: Moved, Seconded and Carried.
<i>Getting to Know one another- relational time</i>
Election of executive of board <ul style="list-style-type: none"> <li>● Chair: Brigitte nominated by Yvonne/ seconded: Stephen/ Carried</li> <li>● Vice Chair: Stephen nominated Yvonne/seconded: Tracey; Carried</li> <li>● Secretary: Tracey nominated by Yvonne; seconded: Stephen; Carried.</li> </ul>

- Interim Treasurer: nominated by Brigitte/ seconded by Yvonne; Carried
- Discussion: Eric recommended that we seek another person to join the board who can broaden the representation of member organizations/sector within GVAT by their presence on the board

**Appointing of Board Liaison to Strat Planning Team**

Stephen nominated Tracey Scott to serve as liaison of the board to the Strat Planning Team; Eric Doherty seconded; carried.

**Onboarding information for new board; board governance and responsibilities of board of directors:** Deferred to May board meeting

**Steps in becoming established as a new board**

- Setting frequency and times to meet
  - Discussion: decision to set monthly board meetings, with understanding that if a meeting isn't necessary in a given month it can be cancelled. Set May and June board meetings; no board meetings in July and August for 2 hour duration. Brigitte to resend doodle poll with options
- Setting roles ahead of meetings
  - for May/June: Stephen- Land Acknowledgement; Brigitte: Covenant
- Secretarial duties: filing necessary reports for GVAT
  - Stephen and Tracey will ensure that the immediate CRA filing requirements are completed as soon as possible.
  - Other filing requirements to be clarified. Tracey, Stephen, and Brigitte to follow up to complete.
- Filing contact information of directors
  - Tracey to create contacts list of directors; share with admin assistant
- Creating GVAT email addresses for board members
  - Brigitte/Tracey to discuss setting up with Admin Assistant
- Other
  - Updated photos, bios of board of directors to be sent to Tracey to ensure the GVAT website is updated asap
  - Board permissions to access shared drives relevant to board roles/responsibilities. Tracey to work with Admin.

**Motion to Approve Minutes from March 2023:** Moved, seconded, carried.

**Determining focus of business for May and June Board meetings:** Deferred

**In Camera Session: Increasing Administrative Assistant hours of work**

- Discussion : Decision made to defer further discussion/ decision to May meeting.
- Motion: to approve covering cell phone/internet expenses for Sammy at \$20/month effective immediately/ Moved by Eric Doherty; seconded by Stephen Tyler; Carried.

**Check Out**

**Adjournment**

- Motion to Adjourn meeting. Moved, seconded, carried.

**NEXT BOARD MEETING:** Date to be determined.