



**Executive Committee
Teleconference Minutes
31 March 2015**

Present: Bill, Donna, Connie
Regrets: Lorraine, Doug

1. Call to order 7:34 pm
2. Adopt the Agenda – Bill moved. Donna seconded. Carried.
3. Review and Approval of the Minutes of March 10, 2015.
Typos need correction. Spelling of Kingston Ross correction needed.
'Actual Balance' in twice, remove one.
Donna moved to adopt the minutes as amended. Bill seconded.
Carried.
4. Action Items were all completed at the last Board of Directors meeting, except a protocol for working with the EC. The Board is in agreement with how to work with the EC – respect for volunteers and the time needed to do the work.
5. Financial status.
Balance has not changed much. Discussion followed regarding expense checks. This has been addressed.
6. Board of Directors meeting – April 9-10, 2015 – Agenda review and discussion.
 - Question: are we allowing enough time for nominations process? Is it in the best place in the draft agenda?
 - Nominations are the responsibility of the entire Board. An ad hoc Nominations Administration Committee comprised of Tim

and Bill, with Doug as the lead. Agreement that the placement and time allotted for this agenda item is fine as is.

- Separate the newsletter and the AGM bylaw amendments into two mail outs to the membership. Callout for nominees could go out with both.
- Process Guidelines will go to the Board as a Word doc. Easier to address changes in word than PDF.
- Lawyer has done a lot of work on the Employee Handbook. Changes were needed to clarify vacation pay and progressive discipline procedures.

Suggestion for additions to the Employee Handbook:

- Protocol for staff members for independent grievance process if having substantial issues with the Executive Director.
- Protocol for addressing significant changes in staff job descriptions – will need review by the Board before approval, should not be an E.D. decision only. ‘Significant changes’ will need to be defined.
- Long term employees cannot be kept on a series of contracts. Canada Revenue Agency rules apply to this.
- Question on how the AWC Board will define and agree on a consensus decision making process. At the last meeting, clarified simple majority and super majority. Clear in Bylaws that a super majority is required – 75%.
- EC - agreement on draft agenda.
- Funding from ESRD: we have heard different things. WPAC Forum – ESRD will meet with each WPAC in March to review their applications for funding. We have not heard from ESRD on this as yet. We most likely will not hear until May. Hopefully we hear and the cheques will be out by late May or early June. In the past, funding was not in hand until July or August. We will need to be careful with the bridging into the next budget.

Motion: Connie moved to adjourn at 8:09 pm.