

March 18 GWSA Board Meeting

Wednesday, March 18, 2020

Agenda Items

1.0 Call to Order

Chair of the Meeting: Brian Smith

Meeting location: Board Room, Evergreen Seniors Community Centre

2.0 Information Items

- Dean Fiedler Memorial Tree acknowledgement
- Becky, Adam and Brian met with leaders of activity groups that use the auditorium to schedule the space more efficiently. The new schedule will go into effect once new contracts are drawn up. It includes a Board-reserved time on Fridays from 12:30 to 4 pm to allow special events such as dances, clinics, and tournaments. Friday afternoons that are unclaimed for special events will be released to activity groups for additional play time on a quarterly basis. See the new schedule below.
- Brian, Becky, and Wendi met and reviewed and updated the Organizational Systems Checklist, a comprehensive inventory to assess the status of non-profit systems and documents that may need to be developed or revised. This information may be useful for the Board in determining future directions and helping with Strategic Planning. Let Brian know if you are aware of other adjustments needed.
- Any changes to the By-Law need to be approved by the membership at the AGM. Any recommendations for changes should be submitted to the Governance Committee by the end of March so they can be discussed at the Governance Committee meeting in April.

DOCUMENTS

- [Fiedler Acknowledgement.jpeg](#)
 - [Organizational Systems Checklist 2020 INFO TO BOARD.docx](#)
 - [Auditorium Schedule.jpg](#)
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3.0 Consent Agenda

- Governance Committee - This policy was reviewed by the Governance Committee and no changes were made. Board approval on this agenda item indicates Board review and approval.
 - GOV 80 Annual Reports
- Governance Committee - The position descriptions listed below were reviewed by the Governance Committee and no changes were made. Board approval on this agenda item will indicate Board review and approval.
 - Board secretary
 - Treasurer
 - Financial Administrator

- Asset Coordinator
- Committee Co-chair
- Webmaster
- Governance Committee- Behaviour Policy policies and reference were revised to ensure we are prepared to manage incidents that arise among members. These were discussed and approved at a joint meeting of Governance and Human Resources and are being recommended for Board approval.
 - Policy MEM-20 Behaviour Management Policy (Rzone)
 - Appendix 16 MEM-20 Behaviour Reporting Form (Rzone)
 - Appendix 21 City of Guelph R-Zone Policy- added reference document
- Governance Committee- The Harassment and Discrimination Policy has been expanded to meet requirements of legislation. The policy was discussed and approved at a joint meeting of Governance and Human Resources and is being recommended for Board approval. This policy applies to 'workers' as defined in the legislation.
 - ADM-40 Harassment, Discrimination, and Violence Policy
- Governance Committee- The Continuity and Pandemic Policies were reviewed and revised by the Governance Committee in consultation with the City of Guelph. These include a new MOU and substantial changes to align with current practices and recent information including the COVID-19 situation. These replace existing policies and Governance Committee is recommending them to the Board for approval.
 - ADM-90 Business Continuity Plan
 - Appendix 6 Business Continuity Planning MOU
 - Appendix 7 Influenza and Pandemic Guideline
- Minutes from Committees
 - Variety Show - Feb 7
 - Finance Committee - Dec 19
 - Governance Committee- March 9

MOTION

Move to approve items in the Consent Agenda.

DOCUMENTS

- [GOV 80 Annual Reports SAME.docx](#)
- [Asset Co-ordinator.docx](#)
- [Board Secretary.doc](#)
- [Committee Co-Chair.docx](#)
- [Financial Administrator.docx](#)
- [Webmaster.docx](#)
- [Treasurer.docx](#)
- [GWSA Variety Show MINUTES Feb 7 2020.doc](#)
- [F C December 19, 2019.docx](#)
- [Governance Committee Minutes March 9 2020 - final.docx](#)

- [Appendix 16 MEM 20 Behaviour Reporting Form-R-Zone REV 2020 03.docx](#)
 - [Appendix 21 City of Guelph-Rzone Policy NEW 2020.pdf](#)
 - [MEM 20 Behaviour Management - R-Zone REV 2020 03.docx](#)
 - [ADM 90 Business Continuity Plan and Pandemic Plan REV 2020 03.docx](#)
 - [Appendix 6 Business Continuity Plan MOU-2020 CITY APPROVED.docx](#)
 - [Appendix 7 Influenza and Pandemic Guideline REV 2020 03 08.docx](#)
 - [ADM-40 Harassment, Discrimination, Violence Policy REV 2020 03.docx](#)
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4.0 Adoption of the Agenda

MOTION

Move to adopt the agenda as published

5.0 Treasurer's Report

6.0 Business Carried Forward

6.1 John Ness: Canoe Club budget requests

6.2 Choose Strategic Planning Approach

Cindy Kinnon has designed three approaches to the Strategic Planning project. Which approach do we wish to use?

From her proposal:

The Option #1 approach will get the board started in strategic discussions. Option #2 provides more environmental scan information for the board to use in their planning allowing for a more fulsome process in the future which will include a stakeholder engagement phase. For this option the board is responsible for communicating to the stakeholders about the project. Option #3 is an extensive strategic planning process with the addition to options #1 and #2 of opportunities for all stakeholders to provide input.

DOCUMENTS

- [Strategic Planning Proposal Oct 2019.docx](#)
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7.0 New Business

7.1 Joanne White: Travel arrangements and coronavirus concerns

A GWSA member contacted Joanne about coronavirus concerns and refunds. What would we like our policy to be? Are we ready to make that decision?

7.2 Proposal to expand programming for Move Well

Note from Cheri Herdman:

Last month I went to an Eat Well program at Hadati Road that is facilitated at one of the County of Wellington Housing locations. Upon speaking with the participants they had told me that the VON was running gentle exercise programming at that site for some time and had recently ended the program at that site. There was a group of three ladies strongly advocating for its return. I reached out to Kelly Guy our contact at the VON to see if this was a temporary suspension and in the event that it was not had expressed our interest in running Move Well at that location. Kelly let me know that they will not be running at that site as their mandate requires a minimum of 10 participants and was glad to see we were interested in picking up the location. I have spoken with my contact at the County and they have let me know that we can run this program on Tuesdays at 11am and there would be no costs associated with the rental. We are proposing to pilot the program for 10 weeks starting Tuesday April 14th to Tuesday June 16th. Marg will be facilitating the pilot and if all goes well it is our hopes to then have this program operate permanently in the fall by a volunteer.

7.3 Ross Knechtel: Director Input re: Board use of Dropbox

Ross is contemplating possible alternatives to Dropbox. Please let him know how/why you use Dropbox and what suggestions, if any, you have to improve our methods of use or the service we use.

8.0 Next meeting - April 15 at 9:30 am

9.0 Adjournment

Note time of adjournment along with motion

Discuss: all action items; created in this meeting

MOTION

Move to adjourn the meeting.