

MEETING MINUTES – EXECUTIVE MEETING

MEETING INFORMATION

Date: *May 25, 2019*

Time: *1:00 pm*

Attendees: *Vicky Lefebvre, Maxine Fodness (for Laurent Amyotte), Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Larry Tiedemann, Julie Walker, Kelly McGrath, Heather Elliott, Tracy Paradis*

Missing: *Karen Shaw, Terri Hampson*

Meeting called to order at 1:00 p.m.

ACTION ITEMS FROM PREVIOUS MEETING

REPORTS

1. LMC Report
 - no report
2. Chair's Report
 - no report
3. Executive Director's Report
 - no report
4. Financial Reports
 - no report
5. Policy Report
 - no report

AGENDA ITEMS

- Vicky Lefebvre is the new Board Chair for NLLS
- Vice-Chair required for Executive Committee
 - Craig nominates Warren – Warren accepts
 - Cyndy nominates self
 - Elaine nominates Larry – Larry accepts
 - Warren declared as Vice-Chair

Motion to destroy ballots – Craig Lukinuk – carried

- Parliamentary
- develop a by-law with procedures on how meetings need to be conducted
- direction to have Policy Committee look at PLSB on their procedures for Board meetings

Motion to have Policy Committee to draft a procedural by-law for meetings – Jill McLuckie – carried

- send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed
- Committees
 - Vicky will send letter to all Committees asking for them to elect a Chair and letting them know they need to set up their meeting times
- Finish the Executive Director review
- Board members liked the set-up of the Boardroom
- LMC draft minutes to be sent to Executive Committee once they are received by Administration; Jodi will discuss at next LMC meeting and report back to Executive
- We will use links to send reports for the Executive and Board meetings
- Discussed the format of minute taking – decided that only motions will be recorded in the minutes and notes will accompany in the binder.

Meetings Dates and Times:

Executive Meetings:

Friday, June 21, 2019 at 10:00 a.m.
Friday, August 2, 2019 at 9:00 a.m.
Saturday, September 21, 2019 at 8:30 a.m.
Saturday, November 23, 2019 at 8:30 a.m.
Saturday, February 29, 2020 at 8:30 a.m.

Board Meetings:

Saturday, September 21, 2019 at 10:00 a.m.
Saturday, November 23, 2019 at 10:00 a.m.
Saturday, February 29, 2020 at 10:00 a.m.

NEW ACTION ITEMS

- Review policy on distribution of Executive Minutes – Policy Committee
- Send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed

Motion to adjourn 2:05 p.m. – Craig Lukinuk – carried

Approved By: _____

Date: _____