

AFS BOARD OF DIRECTORS GOVERNANCE COMMITTEE

MEETING – AGENDA

Wednesday, February 22, 2023

12:15 pm

Microsoft Teams – Virtual

Microsoft Teams meeting

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FEBRUARY 22, 2023

1	Establish Quorum	12:15pm	Chair
2	Call Meeting to Order	12:15pm	Chair
3	Review & Approval of Agenda	12:16 – 12:17 pm	All
4	Review & Approval of Previous Minutes – January 25, 2023	12:17 – 12:18 pm	All
5	Ongoing Business		
	a. AFS Board Work Plan	12:18 pm	Chair
	• <i>No update</i>		
	b. By-Law Review	12:23 – 12:28 pm	Chair
	• BYO By-laws Workbook		
	• Schedule		
	c. Land Acknowledgement	12:28 pm	Chair
	• <i>No update</i>		
	d. Skills Matrix	12:28 – 12:35 pm	Chair
	• Complete		
	e. Board Orientation	12:35 – 12:45 pm	Chair
	• Policy BoD-001 & Operational Guidelines		
	f. Joint Board Training	12:45 – 12:50 pm	Chair
	• Update		
	g. Recruitment	12:50 – 1:00 pm	Chair
	• Current Vacancy - HR		
	• Succession Planning		
	h. Terms of Reference Review		
	• Time permitting		
	i. Committee File Access		
	• Complete	1:00 – 1:05 pm	

AFS BOARD OF DIRECTORS – GOVERNANCE COMMITTEE MEETING

Wednesday, February 22, 2022
12:15 pm
Microsoft Teams – Virtual



ATTENDANCE

- AFS Board of Directors:** Megan Bernard William Johnson Pamela Ficociello
 Julie Gardiner Jana Tetreault, Ex-Officio
- AFS Staff:** Ali Juma, CEO Emily Tremblay, Acting Manager of Community Services and Strategic Initiatives Alex Pasiak, Acting Supervisor, Community Services and Strategic Initiatives
 Ashlee Gerard, Executive Assistant
- Youth Representatives:**
- Regrets:** Sean Halliday – Leave Jana Tetreault, Ex-Officio

MINUTES

1.0 Quorum

Quorum established.

2.0 Call to Order

Meeting called to order at 12:20 pm.

3.0 Review of Agenda

The committee reviews the agenda as presented.

MOTION

BIRT, the committee approves the February 22, 2023, agenda as presented.

Moved by: Julie Gardiner

Seconded by: Megan Bernard

All in favour. CARRIED.

4.0 Approval of Previous Minutes

The committee reviews the minutes as presented.

MOTION

BIRT, the committee approves the January 25, 2023, minutes as presented.

Moved by: Julie Gardiner

Seconded by: Megan Bernard

All in favour.

CARRIED.

5.0 Ongoing Business

a. AFS Work Plan

Work plan can be started and passed by the committee to ensure work gets started. Ashlee to organize internally.

b. By-Law Review

Bill and Ashlee will set schedule and work through each article to bring to the committee and then the board.

c. Land Acknowledgement

The land acknowledgement draft is in progress. There is still work to be done to address the specific calls to action outlined.

d. Skills Matrix

A new skills matrix survey was circulated to the board. A roll up will be completed and reviewed with the

e. Board Orientation

Board Orientation discussions continue. Ashlee reviews the survey results. Ali presents an idea to enhance orientation. Ali has reached out to partners to look at joint board training interest.

f. Terms of Reference Review – Deferred

g. Recruitment

Looking to recruit a board member with HR background. The posting will go out this week through various mediums.

There are two board members expected to complete their third term this year. There is planning underway to address these vacancies to ensure a seamless transition.

6.0 New Business

a. Strategic Planning

MacPhie assisted the agency in creating the last strategic plan in 2016. According to the Public Sector Guidelines, which we are required to follow, for anything over \$20,000, we must obtain 3 quotes. RFP will be added to board package for endorsement. Recommended to review the pros and cons of using a firm versus in-house with the board. Ali reviews the proposed RFP with the governance committee.

b. Committee File Access

Currently, only members of each committee can access files of the committee. Recommended that files be held under the general board umbrella. Added to ongoing matter.

7.0 Standing Items

a. Website Transparency

Ashlee and Emily met to review. Emily has created the page. Ashlee will be provided the resources.

b. Youth Advisory

Youth Advisory for the youth hub is meeting regularly. There are nine applicants for the family and youth advisory committee.

There is an engagement grant to support engagement development.

Emily to follow up regarding items for the governance committee.

8.0 Next Meeting

March 22, 2023

9.0 Adjournment

MOTION

BIRT, the committee moves to adjourn the meeting at 1:23 pm.

Moved by: Julie Gardiner

Seconded by: William Johnson

All in favour. CARRIED.