BOARD MEETING MINUTES
WEDNESDAY, FEBRUARY 28TH, 2024

Board Present: Jim Fallows Anda Dima, Joe Jozsa, Anna Liu, Dhurv Patel, Funke Okochi, Kerrie Strathy, Laurie Smith & Bina Bilkhu
Staff Present: Keith Karasin, Shelly Hill
Regrets: Rodger Linka & Mariya Reshetar
Guests: Linda Zeng

Call meeting to order at 5:17 p.m.

1.0 Agenda:

- **Land Acknowledge:**
  - Acknowledgement of Treaty Land read by Jim – I would like to begin by acknowledging that we are on the traditional lands, referred to as Treat 4 Territory and that the city of Regina is located on Treaty 4 territory, the original lands of the Cree, Ojibwe(OJIB-WE), Saulteaux (SO-TO), Dakota, Nakota, Lakota, and on the home land of the Metis Nation.

    We respect and honor the Treaties that were made on all territories, we acknowledge the harms and mistakes of the past, and we are committed to move forward in partnership with Indigenous Nations in the spirit of reconciliation and collaboration.

- **Adoption of the Agenda:**
  MOTION #13: DIMA/SMITH- adoption of the agenda as presented.
  CARRIED

- **Declaration of Conflict of Interest:**
  - None at this time.

2.0 Minutes:

- **Adoption of minutes – November 29th, 2023**
  MOTION #14: DIMA/OKOCHI– adoption of November 29th, 2023 minutes as presented.
  CARRIED

  MOTION #15: LIU/DIMA– adoption of January 31st, 2024 minutes as presented.
  CARRIED

- **Business Arising:**
  - Approval of KPI's
    - Our last discussion was that the KPI's and measures are all there. From here Keith along with management would come up with a format for regular reporting to the board. Keith would present a draft to the Executive Committee by the end of fiscal year March 31, 2024.
  - Review Policies - Governance committee responsibility. Rodger will be back in April.
    - Whistleblower Policy – Rodger, Anda, Keith and Wendy met in April. We discussed questions in terms of the board policy vs staff policy and operationalizing it. We have enough clarity now to do potential recommended changes, and from that come up with the staff policy and a draft procedural plan. Will present the draft to the committee in March. A draft and possible recommendations will be presented to board in April.

- Curation Board Portal – This will still need to be updated and managed daily by staff member (Executive Coordinator) but we need to determine how board manages the process of the overall management of the portal. Determine a Board Document Retention Policy and agree on what needs to be kept and where documents are stored long term. Discuss further in the in camera session.

3.0 Committee Reports:

- **Executive Committee:**
  - No report as of today.
- **Finance Committee:**
  - Committee met a couple times in January and in February. We will discuss the Reserve Policy later in the agenda. Linda will discuss Q3 report later in agenda as well. Budget will be presented in March.
- **Governance Committee:**
  - No report at this time.
- **Parent Advisory Committee:**
  - Committee will meet on March 6th, 2024.

4.0 Accountabilities:

4.1. Strategic Direction and Monitoring:

- **ED Environmental and Strategic Update (formerly 3-2-1 report) – Keith Karasin:**
  - Spoke to report at presented.
  - The Recognition event on March 14th will be rescheduled for June 17th, due to workloads and scheduling issues. We will be combining it with World Refugee Day.
  - Last Friday, February 23rd, we had a visit with the Japanese Embassy Officials. They were interested in what we do here in Canada.
  - Discussion around the need to have the sewer line replaced at Smith Street which will cost around $100,000 and we currently have two separate insurance claims due to two previous backups. The replacement will happen this summer. Temporary fix for now is around $12,000. Keith is working on getting quotes and will report to the finance committee. What is the timeline for this work and how will this closure effect the childcare and students? Donalee is looking at options to see where we can relocate during the construction. Once we have the timeline we will communicate this to the students and parents. For now, we are looking at 10 days to complete the work. The potential cost to us would be the $10.00 a day per child if we cannot find an alternative space.
  - Discussion around the need to assess our buildings to do a cost analysis and determine if we will do repairs or sell them. Following discussion, the following motion was made:

<u>**MOTION #16:**</u> **DIMA/BILKHU**– motion that Keith hires a qualified company to do a building survey/inspection on the Smith Street and Reception House buildings for the board to determine if RODS will sell or repair what is needed.

CARRIED

- Keith would like to know if this is a reserve or operating expense. Recommended to bring it to the finance committee once you have estimates, to determine where funds will come from.

4.2. Governance:

- No items at this time.

4.3. ED Relationship:

- No items at this time.

4.4. Stewardship:

- **Q3 Financial Results (including strategic overview) – Linda Zeng:**
  - Reviewed handout (2023-24 Q3 Financial Review) from Jim.
  - Review report as presented (Q1-3 Budget Highlights, Q1-3 Income Statement & Q1-3 Budget Capital). Discussed current cash position and how reserve funds was spent and what is left.

- **Reserve Policy – Jim Fallows:**
  - Need to establish a reserve policy for our organization. Discussed how the reserve funds should look - how much money should be in the fund, how it is accessed and who authorizes it. Funke has recommend that best practice for a reserve funds is 3-6 months, policy states to 45 days. Bina would like the Finance Committee to revisit this at a later date, to determine if this still works for the board, however, at this time we do need a policy in place so she is recommending we go ahead and approve the policy presented. Anda has recommended a change to the policy – within the body of the policy we refer to management reporting and this should be the Executive Director.

MOTION #17: **DIMA/JOSZA** – motion that the board approval the Reserve Policy with the recommended changes mentioned above.

CARRIED

In Favor - 6 Opposed – 0

4.5. Stakeholder and Strategic Alliances:

- No items at this time.

5.0 Miscellaneous:

- No items at this time.

6.0 New Business:

- No items at this time.

7.0 Standing IN CAMERA Session – Jim Fallows:

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8.0 Adjournment:

MOTION #18:

JOZSA–the meeting be adjourned at 7:07 pm. Next board meeting is March 27th, 2024 at 5:15 pm.

CARRIED

Deferred/Pending Agenda Items:

- ✓ KPI's Reporting – Keith along with management will come up with a plan for reporting which Keith will present a draft to the Executive Committee by the end of fiscal year March 31, 2024.
- ✓ Governance – Keith will finalize the draft staff policy and procedural plan and report to the committee. Committee will present the policy to the board in April.

- ✓ Curation of the Board Portal – further discussion needs to happen regarding this matter.
- ✓ Building Inspection/Survey - Keith to hire a company to do a building inspection/survey and report to finance committee with estimates.