



## BOARD OF DIRECTORS MEETING

E-BRIEF – MARCH 2018

### MEETING SUMMARY

The UNA Board met on March 13<sup>th</sup>, 2018. Below is a summary of the meeting outcome:

The Chair spoke about the steps the Board has taken since the AGM in January to address some of the issues arising out of the by-laws. UBC has created a new Liaison Committee comprised of UBC governors, UNA directors, and a Member at Large to address the relationship between UBC and the neighbourhood residents. The first meeting will be in mid-April when the Committee will determine its Terms of Reference and composition. The UNA Board has also attended two governance workshops on the role of the Board, the ED, and setting priorities for a Strategic Plan.

The Executive Director highlighted the commitment of the Board and staff to prepare the budget, work on key priorities and start the work for a Strategic Plan. This is foundational work to support the complex needs of a growing community.

### BOARD COMMITTEES

#### **Standing Committees**

The Fletcher & Co Municipal Consulting Inc. proposal to review and make recommendations on the UNA Standing Committee structure and terms of reference was approved. The focus will be on structuring the committees to provide expertise to the Board and enhance community engagement. The committee mandates will reflect the municipal nature of the UNA's mandate and ensure compliance with the Societies Act.

#### **Target completion is June, 2018.**

The existing Governance, Finance and Audit, and Human Resources committees remain in place pending the review.

**Parking Advisory Committee** – Raymundo Escalona has been appointed Chair. Consultations are under way for a representative from each neighbourhood to sit on the committee. The terms of reference can be found here.

#### **By-law Committee**

The Board approved the creation of a By-law committee to take a phased approach to amending the by-laws. Phase 1 will focus on the issues of the AGM and board elections timing as a first priority.



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Chair – Laura Cottle, Director – Rose Wang. Additional members to be determined pending finalization of the terms of reference.

### BOARD MEETING SCHEDULE

The Board approved a new meeting schedule for 2018 as follows:

Open meetings: January, March, May, July, September, November

Closed meetings: February, April, June, October, December

Open meetings may be added on the closed meeting dates as needed. Further, the closed meeting dates are included as placeholders- not all of those dates will be required. 2018 has an unusual amount of additional work for the Board to develop a strategic plan. The intention is to create time between open meetings for the work of the Standing Committees to inform the Board. There is also a commitment to develop more robust channels of communication with residents between meetings.

### 2018/19 BUDGET

The budget was approved subject to comments received during the online consultation process. The Finance Committee will review the comments and make recommendations to the Board for amendment where appropriate.

### OPERATIONS REVIEW

The Board endorsed the recommendations of the Neilson report and that of the Executive Director to make the Communications & Marketing Manager a permanent position as this is an important gap to fill. This is not adding to the staffing levels – it is a reallocation of resources given some vacancies. Any internal finance area changes will also be undertaken with the UNA auditor’s input. A summary of the report can be found in the March 13<sup>th</sup> Meeting Package.