

Date: March 26, 2023 IHCT Board Minutes (post-AGM)

Present:	Regrets/Observers:	Staff/Contractors Present:
<ol style="list-style-type: none"> 1. Carrie Martin 2. Daniel Caramori 3. Sean Yaphe 4. Maya Cousineau Mollen 5. Jeff Drugge 6. Jeannette Longchap (via phone, then in-person) <p>Attendance set at: 7, Quorum shall be: 4</p>	<p>Regrets:</p> <ol style="list-style-type: none"> 7. Natasha Coulombe 	<p>Michelle Reis-Amores, ED Kevin Barlow, contractor</p>
<p>Call to Order at <u>2:12pm</u></p>	<p>Opening by: None</p>	
<p>Item: Review and approve of agenda:</p> <p><i>Motion to approve agenda to elect the executive of a Chair, Vice-Chair, Secretary and a Treasurer; and review and approve policies presented during Board Development Training.</i></p>	<p>Items added or deleted:</p>	<p>Mover: Carrie Martin</p> <p>Second: Jeff Drugge</p> <p>Yay: 6 Nay: 0 Abs.: 0 Result: UNANIMOUS</p>
<p>Item: Executive Elections:</p> <p><i>Motion to elect the following 4 people as:</i></p> <p>Chair: Carrie Martin Vice-Chair: Maya Cousineau Mollen Secretary: Natasha Coulombe (<i>in absentia</i>) Treasurer: Jeannette Longchap</p>		<p>Mover: Jeff Drugge Second: Sean Yaphe</p> <p>Yay: 6 Nay: 0 Abs.: 0 Result: UNANIMOUS</p>
<p>Item: Credit Card Use Policy</p> <p><i>Motion to approve the Credit Card Use Policy.</i></p>	<p>Action Items:</p> <ul style="list-style-type: none"> • None. Discussion held about how to 	<p>Mover: Jeff Drugge Second: Daniel Caramori</p>

	<p>handle fraud not caused by the cardholder.</p>	<p>Yay: 5 Nay: 0 Abs.: 1 Result: PASSED</p>
<p>Item: Finance Policy</p> <p><i>Motion to approve the Finance Policy, with edits.</i></p>	<p>Action Items:</p> <ul style="list-style-type: none"> • Address a number of items and present these back once updated. • The facilitator will present 4 policies on: Code of Conduct; Harassment and Discrimination; Conflict of Interest; and Progressive Discipline for review. 	<p>Mover: Jeff Drugge Second: Sean Yaphe</p> <p>Yay: 5 Nay: 0 Abs.: 0 Result: UNANIMOUS</p>
<p>Discussion Item: ED Performance Review:</p> <p><i>No motion</i></p>	<p>Action Items:</p> <ul style="list-style-type: none"> • Discussion held to conduct a performance review to close off the probationary period of the ED. • Facilitator will provide two (2) versions for the Board to choose from. • The review needs to occur at earliest opportunity. 	
<p>Discussion Item:</p> <p><i>Documentation in both official languages.</i></p>	<p>Action Items:</p> <ul style="list-style-type: none"> • It is imperative to have documentation available in both French and English, so all Board members can fully participate. 	
<p>Adjournment declared at: <u>3:49PM</u></p> <p>Note: Midway through meeting, Maya Cousineau Mollen departed due to family matters. Jeannette Longchamp participated by phone for a portion off the meeting, then joined in-person for the last portion.</p> <p><i>The ED will inform outgoing Board member(s) that for liability issues, they will not be kept informed of Board matters. As a volunteer or a member, they of course will be informed of events and other general activities held by the organization. The incoming Board member also needs to be informed, and asked whether they accept the Executive role indicated above.</i></p>		