



Board of Directors Meeting
01 November 2021 6:30-8:30 PM
Danielle's Place
Minutes

In attendance: Jennifer Cook, Caitlyn Ducasse, Leah Johnson-Clark, Carol Smith, Danielle Vlemmiks, and Louise Newbury (via Zoom)

1. Agreement on Agenda / Leah 6:53 pm
 - a. Approved

2. Consent Agenda / Leah 7:09 pm
 - a. Approval of Board Minutes from Board Meeting in October 2021

 - b. Approval of Monthly Updates Submitted: President (Leah), President Elect (Danielle), Finance (Caitlyn), Communications VP (Rayna), Sustainer VP (Carol), Community Co-VPs (Danielle and Louise), Membership VP (Jenn)

3. Active Agenda – GOVERNANCE 7:10 pm
 - a. Action Items from October Board Meeting carried over:
 - i. **Action:** Danielle and Leah to ask cleaning contacts for fees to clean office.
 - ii. **Action:** Rayna to work with Recruitment to begin the process of a supplemental placement guide.
 - iii. **Action:** Leah to circulate via email and set up meeting to discuss Strategic Plan
 - iv. **Action:** Rayna to revise “Suited for the Job” to the new name, either “Making Changes” or “Dress for Success”

1. Active Agenda – MANAGEMENT 7:26 pm
 - a. Executive
 - i. Photo Copier - Purchased
 - ii. Cleaning Person – more work to do. See action item.
 - iii. Strategic Plan – still in process
 - iv. LBDI – Leah reached out to Dr. Jodi Carrington and is awaiting response
 1. Possible location - Westin
 - v. Vaccine Exemption Program
 1. Nominating and placement will keep the information of vaccination status confidential.
 2. Not mandated, still wearing masks, therefore low liability of introducing program.
 - vi. Mary's Office Hours/Holiday Hours

1. Motion: Leah moves to approve office closure Dec 16, 2021 at 1:30pm to Jan 3, 2022. Seconded by Jenn
- a. Finance / Caitlyn
 - i. New Member Property Management – Victoria is joining the League and has been given the role of property management
 1. **Action:** Caitlyn to contact Victoria and ask her to be tenant liaison
 2. **Action:** Caitlyn to contact Vera about recording rent AR
 3. **Action:** Leah to ask Lynne to request money from tenants
 - ii. Emailed Q1 financials to the board.
 1. **Action:** All board members to review individual committee budgets
 - a. Communications / Rayna
 - i. No updates
 - ii. Discussion around the role of Communications VP
 1. Is this a board role? Will continue discussion when VP is present at next meeting.
 - a. Sustainer / Carol
 - i. Tenant Missed Payment – see action item above.
 - ii. Exercise Fundraiser – Trainer has signed on again for free as fundraiser for JLC. Jan 12, 19, 26, Feb 2 – 6:00-7:00pm
 - iii. Poinsettia Fundraiser Results - 333 plants ordered, 336 ordered. \$3,330 raised. Funds to be shared with Sustainers
 - a. Membership / Jenn
 - b) Has our insurance policy notified us of needing to add anything like a Covid disclaimer to our events? Here is an example of one that the San Diego league has on their events:
 - a. **COVID-19 continues to pose a public health risk. Attending events in public carries an inherent risk of spreading and/or contracting COVID-19. Your attendance at this in-person event is voluntary. A remote option will be available if possible. By voluntarily attending this in-person event you are assuming all risks of injury, illness and death associated with your attendance at this event. JLSJ is taking precautions to help mitigate the risks associated with COVID-19, but JLSJ is not liable for any injuries or illnesses associated with this event. You are required to self-monitor for COVID-19 symptoms and to refrain from attending this event if you are experiencing symptoms of COVID-19 or if you have any reason to believe that you have been exposed to COVID-19. Further, you must agree to abide by all posted/stated safety and hygiene protocol for this event. If this event requires proof of COVID-19 vaccination for my attendance, I understand that I may be asked to show the same. If you have any questions regarding safety and hygiene protocol for this event, please contact the event lead.**

Action: Leah to contact insurance and ask if we should include disclaimer on events. \
 - c)
 - a. Community / Danielle and Louise
 - d) Ideas for Impact Events
 - a. In person volunteer GM - November

- b. Casino – Dec 9, 10
- c. Teen Totes – Date TBD (Travel Alberta)
- d. Fitness fundraiser – see above
- e) **Action:** Jenn to plan Christmas baking
- f) **Action:** Danielle to look up alcohol policy
- g) **Action:** Danielle/Louise to ask Marissa to communicate schedule for High Banks and Elizabeth house

- 1. Key messages for Chairs / Leah 9:06pm
 - a. Start participating in events – be bold in decision making and go ahead
 - b. Sign up for November GM online
 - c. Starting January, please consider who will move into new chair roles
 - d. **Action:** Leah to call Special purposes meeting for LBDI beginning of January

- 1. Adjournment 9:20 pm

Next Meeting: December 7, 2021
Dinner: Restaurant or JLC office
Minutes: Leah