EJHS
Edmonton John Howard Society

Governance Committee Meeting Minutes
March 20, 2024 – Microsoft Teams meeting
Noon – 1pm

Attendees: Marissa Tordoff, Dan Yereniuk (for items 8 and 9), Sarah Fox-Junker, DeAnn Hunter (Staff), Kim Collister
Regrets: Andre Tinio

1. **Welcome/Land Acknowledgement**
   Marissa welcomed members and began with a land acknowledgement.

2. **Approve agenda**
   The agenda was approved by consensus.

3. **Approve minutes – January 11, 2024**
   The minutes were approved by consensus.

4. **Board Evaluation**
   The board evaluation survey was reviewed and discussed. The Committee agreed to keep the tool as is for 2024 (based on the changes made to the 2023 survey tool to ensure alignment to the new strategic direction). The Committee will review the tool in 2024-25 based on the governance work currently underway in the sector (e.g. ECVO and others are working on good governance practices for the community sector). The Committee agreed that using the same tool as last year will also provide a benchmark for this year to last year. DeAnn will make sure the correct survey tool is provided to the Board.

5. **Board Policy Manual**
   DeAnn reviewed the decision information sheet and the proposed process for board policy renewal. The Committee agreed for the CEO to come back to this committee before June with a renewed policy manual.

6. **Board Retreat Update**
   The Committee was supportive of the draft agenda and spending the day focusing on DEI and strategic thinking. The Committee also agreed that given the resource shortages within the agency at this time (EA, HR, etc.) that the Friday evening will be condensed to include dinner and an activity during dinner (and not a separate activity after dinner at the library). DeAnn will finalize a facilitator for the strategic thinking portion of the day.

7. **Reschedule May 9 Meeting**
   The Committee agreed to meet May 2 at 5pm.

8. **CEO Evaluation Background Material**

The Committee reviewed and requested that the document be more high level and follow the CEO evaluation format (funders, financial, etc.). The Committee also requested a forward-thinking section on challenges/obstacles and how these will be met. DeAnn will take away the document and refine. DeAnn shared the struggle with the lack of reporting framework at the governance/strategic level of the agency and the difficulty in reporting on progress. Time at the upcoming retreat will be spent on reporting.

9. **Board Recruitment**

The Committee reviewed the candidates and confirmed that all but one candidate applied through the public advertisement. One individual was a recommendation from a current board member. The Committee agreed that the majority of the applicants did not meet the requirements advertised. DeAnn suggested the board also use its networks to determine suitable candidates with governance experience, understanding of community agencies and the advocacy and savvy required to provide oversight to EJHS. The Board agreed to follow-up with two candidates (Brandon, Brad). Marissa and/or Jim will call the candidates for an exploratory conversation. Questions to consider include:

- Provide background about EJHS
- Why did you apply for the Board member role?
- What is your past experience with NFP/community sector boards or board governance generally?
- What might you bring to the table?
- It is a minimum of a three-year commitment. What are you hoping to learn contribute?

The meeting was adjourned at 1:02pm.

Next Meeting: May 2 at 5pm