CWCC Board of Directors Meeting

Date & time:	Mar 23 2011; 5pm dinner, 5:30 meeting
Location:	YWCA downtown, 535 Hornby Street
Voting present:	Alex Hamer, Krishna Kumar, Rafah Tello, Richard Brodowski, Crispin Wye, Ron Manson, Vivian Chi, ~~Chris Chong, Lesley Husband,~~ Suzanne Fontaine
Non-voting present:	Cynthia Caine, ~~Vijay Ranganathan~~
Documents:	Consulting Agr incl scheds A B 2011.docx, PMI-FS-2011.xls, gl-jan 11 to feb 11.xls, bs-2.xls, Bk rec-feb-11.pdf

5:30	**Action Items**				**Notes**
Open	Due	Owner	Item	Status	
Feb 23	Mar 23	Chris Chong	Confirm PMI BCM name with BC Gov and GOC	Closed	
Feb 23	Mar 23	All Board Members	Consider how your portfolios might want to participate in the conference (e.g. PMP prep awareness, outreach awareness, PM-V, et cetera)	Closed	
Nov 24	Dec 31	All Board Members	Complete the planning documentation for all operations and projects (use judgement to determine which things should be included)	Closed	This process was abandoned as only the Membership portfolio completed this task.
Mar 23		Alex Hamer	Hire project manager to coordinate name change	Open	
Mar 23	Apr 27	Alex Hamer	Follow up with Board regarding the selection process our broker used to recommend the underwriters in our quote, and also with information from other Canadian chapters (if any) which have chosen to use their own insurance instead of GOC's.	Open	

6:00	**Agenda**				**Notes**
Priority	Focus	Who	Item	Minutes	
1	Ops	All Board Members	Rountable on activities - 2 min each	20	
2	Finance	Vivian Chi	Financial reports	5	
3	Ops	Rich Brodowski	Outreach activities update	5	
4	Planning	Alex Hamer	Conference update	5	
5	Ops	Alex Hamer	Insurance: general liability, directors and officers, and crime	10	Take $1000 from board transition meeting, $250 from insurance budget line item, $700 from March executive advisory board meeting = $1950
6	Ops	Suzanne Fontaine	Volunteer hours categories	5	
7	Ops	Alex Hamer	Email communication - standards for the board	5	Board members sending emails should put time lines when they expect responses; also Board members are reminded to respond to emails in a more timely manner or at least respond with a time line regarding when they can answer the email; the president expressed the opinion that 2-3 days is as long as anyone should have to wait for a reply
8	Ops	Alex Hamer	Contract for Executive Director services	45	in camera discussion

Motions					**Notes**
Date	Moved	Seconded	Motion	Result	
Mar 23	Vivian Chi	Krishna Kumar	The board approves the February financial statements	Unanimous	
Mar 23	Rich Brodowski	Suzanne Fontaine	The board approves the non-budgeted insurance expense of $2175 for general liability, directors and officers, and crime insurance	Unanimous	
Mar 23	Suzanne Fontaine	Rich Brodowski	The board approves a contract for the period of January to June 2011 inclusive for $25,200.	Carried	Rafah Tello abstained