CWCC Board of Directors Meeting

Date & time:	Feb 23 2012; 5:30pm dinner, 6:00 meeting
Location:	YWCA - Macmillan Bloedel Room, 535 Hornby St, Vancouver
Voting present:	Chris Chong, Ron Manson, Sara Mohamadkhani, Scott Lipscomb, Krishna Kumar, Pavel Margolin, Rich Brodowski, Suzanne Fontaine, Iryna Pauliukova, Hamid Mahmoudi
Non-voting present:	Alex Hamer, Bob Prenevost
Documents:	

6:00pm	Action Items				Notes
Open	Due	Owner	Item	Status	
				Open	

6:30pm	Agenda				Notes
Priority	Focus	Who	Item	Minutes	
1	Ops	All Board Members	Introductions & Roundtable on activities - 2 min each	20	Sara's title to be changed from "VP of Process Movement" to "VP Operations". Leslie Husband will not be Director of Professional Development - this information needs to be removed from the website. Chris Chong (VP) and the Marketing portfolio manage the chapters website - all inquires should be directed to that portfolio (note that content is the accountability of the specific portfolios)
2	Ops	Alex Hamer	Board Tools & duties of Directors	15	Review of CRM tools & board responsibilities. Board is committed to leverage the investment in the tools - we will begin to use Backpack to store our Board documents instead of using email
3	Ops	Rich Brodowski	New office location update	5	New office location material reviewed - office located at Suite 909, 555 Burrard Street. We take possession on March 1. All Board members will have card access. 6 keys will be created and will be distributed to President, Past President, VP Operations, VP Education, VP Outreach, Spare. We will evaluate and revise as required
4	Ops	Rich Brodowski	Admin Assistant / Office Manager Update	5	A committee - chaired by Sara will be struck to review the options presented by A+ proposal to determine next steps. Board members interested in participating in this committee will inform Sara prior to the next board meeting
5	Planning	Rich Brodowski	Portfolio Updates - proposed new format	5	Proposed format will be: Last months plan, last months accomplishments, this months plan, review of portfolio budget (plan vs. actual)
6	Planning	Rich Brodowski	Proposed board meeting standing updates – i.e. June 20 Conference, 2012 LIM & Congress, Chapter Name change	5	Standing updates will be: Conference (Scott), LIM & Congress (Rich), Name Change (Sara - will connect with Duane Neufield and will provide the monthly update), Strategic Plan update - kpi tracking (Paval).
7	Ops	All Officers	Policy & Procedures Committee – volunteers to run this committee	5	A committee - (chair to be named) will be struck to review the process of engaging the membership prior to the AGM on any by-law changes. Board members interested in participating in this committee will inform Rich prior to the next board meeting

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8	Finance	Iryna Pauliukova	Financial Review	15	Budget is proceeding as per plan
9	Planning	All Officers	Future Board Meetings dates/times/locations	10	2012 Board meetings will be held the 4th Wednesday of the month. Target location is set for our new office location - but will be confirmed once we take possession.
10	Ops	Suzanne Fontaine	what is required for posting volunteer positions and getting new volunteers on board with the chapter	10	Review of VCF forms - pros and cons. A committee (Suzanne to chair) will be struck to review the VCF process & forms and to present a recommendation back to the board. Board members interested in participating in this committee will inform Suzanne prior to the next board meeting. All outstanding volunteer information was given to the various portfolio leads to forward to Suzanne so that she has an accurate view of all active volunteers for planning purposes

Motions					Notes
Date	Moved	Seconded	Motion	Result	
Feb 23	Suzanne Fontaine	Sara Mohamadkhani	The board approves the financial statements for January 2012	Unanimous	
Feb 23	Ron Manson	Suzanne Fontaine	The board approves to adjourn the meeting at 8:05pm	Unanimous	