

 <p>LGMA LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BRITISH COLUMBIA</p>	<p>MINUTES DIRECTORS MEETING September 16, 2024 1:00 - 5:00 p.m. PST Vancouver, BC and/or Zoom</p>
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In attendance:

President	Douglas Holmes
Vice President	Keri-Ann Austin
Treasurer	Angila Bains
Director at Large	Maureen Connelly
Director at Large	Maggie Arruda
Director at Large	Al Radke
West Kootenay Boundary	Bryan Teasdale
Vancouver Island	Michael Dillabaugh
Thompson Okanagan	Jennifer Sham
North Central	Alice Johnston
Past President	Curtis Helgesen

Staff:

Executive Director	Candace Witkowskyj
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Regrets

Rocky Mountain	Jon Wilsgard
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Call to Order

The meeting was called to order at 1:00 p.m. by the President.

The President began by acknowledging that the Board meeting takes place on the traditional territories of the Musqueam [musk-wee-am], Squamish, or Tsleil-Waututh peoples and encouraged the Board members to consider and reflect on the traditional territories where they reside.

SECTION A

A1: Agenda

MOVED by Al Radke,

Seconded by Keri-Ann Austin, That the agenda be approved as amended.

CARRIED

A4: Introduction of the 2024-2025 Board of Directors

As per the results of the 2024 elections, all Board members were acclaimed, except for Maggie Arruda (formerly Maggie Hall) and Al Radke, Directors-at-Large- who will serve the first year of their two-year terms.

President Curtis Helgesen took his seat as Past President.

Vice President Douglas Holmes took his seat as President.

Treasurer Keri-Ann Austin took her seat as Vice President.

Director at Large Angila Bains took her seat as Treasurer.

Maggie Arruda (formerly Maggie Hall) took her seat as Director at Large.

Al Radke took his seat as Director at Large.

Maureen Connelly remained in her seat as Director at Large.

MOVED by Jennifer Sham,

Seconded by Bryan Teasdale, That the results of the election and acclaimed seats are noted for the record.

CARRIED

Maureen Connelly joined the meeting at 1:03 p.m.

Standing Committee Appointments

The following Standing Committee appointments were confirmed for 2024-2025:

Governance

Keri-Ann Austin (Chair)

Douglas Holmes

Jennifer Sham

Curtis Helgesen

Professional Development and Education

Maureen Connelly (Chair)

Jon Wilsgard

Maggie Arruda

Al Radke

Renata Hale (Ex Officio)

Financial Management

Angila Bains (Chair)

Alice Johnston

Bryan Teasdale

Michael Dillabaugh

A2: Minutes

MOVED by Angila Bains,

Seconded by Maureen Connelly, There were no errors or omissions, and as such the minutes of the board meeting on June 10, 2024 shall be adopted.

CARRIED

A5: President's Report

The President shared the following verbal report:

I am honoured to serve as President and as I start my term, I am mindful of the work of those before me, particularly after a successful CAO Dinner last night. It was an honour to support the LGMA to carry forward this effort, a gathering that Ron Poole and other leaders had arranged to informally provide peer support to CAOs in the sector. I was happy to have Evan Parliament recognize CAMA at last night's dinner as well, given the LGMA's strong working relationship with CAMA. I look forward to my term as President and am excited to support the Association through an exciting time ahead. I am excited to support the Association's ongoing efforts to uphold strong governance, identify opportunities for improvements, and ensure we honour the contributions of our volunteers as much as we can. I am proud of the work we have done and continue to do to maintain strong partners in the local government serving sector. As we move into the important work of Strategic Planning, I look forward to ensuring the Association continues its exemplary work in serving local government professionals in B.C. Additionally, I am excited to attend ICMA in a short time and both represent the Association while working to gather key learnings and ideas.

MOVED by Maureen Connelly,

Seconded by Michael Dillabaugh, That the President's report be received.

CARRIED

Board Governance Overview

The Board Governance Overview was discussed by the President and further space for questions will be provided at the December Board meeting, as required.

Governance Section

The Governance Committee Chair presented the Governance Committee Report.

SECTION C: Action Agenda

C1-01 Member Needs Report

MOVED by Douglas Holmes,

Seconded by Angila Bains, That the Board approve the “Understanding Membership Needs” Final Report and refer its recommendations to the Board’s Strategic Planning process in 2024.

CARRIED

C1-02 Inter-Association Representation

MOVED by Douglas Holmes,

Seconded by Angila Bains, That the Board approve the inter-association representation strategy and note their preferred strategy for inclusion in the 2025 budget.

CARRIED

Maggie Arruda left the meeting at 1:25 p.m.

C1-03 Internship Program Update

MOVED by Maureen Connelly,

Seconded by Angila Bains, That the Board receive the Internship program update for information.

CARRIED

C1-04 Employee Personnel Policy

MOVED by Curtis Helgesen,

Seconded by Angila Bains, That the Board approve the revisions to the LGMA Employee Personnel Policy as amended, and move section the Workplace Harassment section to create a separate Workplace Health and Safety Policy.

CARRIED

C1-05 Responsible Conduct Discussion Paper

MOVED by Douglas Holmes,

Seconded by Al Radke, To ratify,

1. That the Board direct the Executive Director to convey the discussion paper provided in the appendix to this report to local governments in advance of the 2024 UBCM Convention;

AND

2. That the Board approve the process for member engagement outlined in this report.

CARRIED

C1-06: Strategic Planning Update.

MOVED by Michael Dillabaugh,
Seconded by Maureen Connelly, That the Board receive the Engagement Memo and Emerging Themes documents for information and provide feedback as required.

CARRIED

C2-01 to C2-03: Consent Agenda

MOVED by Al Radke,
Seconded by Bryan Teasdale, That the following items contained in the Governance Committee Progress Report be received:

- *Short to Medium Term Opportunities*
- *In Progress*
- *Progress Report-Complete*

CARRIED

SECTION B

Financial Management Section

The Financial Management Chair presented the Financial Management Committee Report.

B1: Action Agenda

Maggie Arruda rejoined the meeting at 2:32 p.m.

B1-01: 2024 Second Quarter Financial Report with Projections to Year-End

MOVED by Douglas Holmes,
Seconded by Michael Dillabaugh, That the Financial Statements to June 30, 2024 with projections to year-end be approved.

CARRIED

B1-02: Chapter Standing Committee's 2024 Second Quarter Financial Reports

MOVED by Douglas Holmes,
Seconded by Michael Dillabaugh, That the Q2 Chapter Standing Committee of the LGMA Reports be approved:

- The Rocky Mountain Chapter Standing Committee of the LGMA Report

- The Thompson-Okanagan Chapter Standing Committee of the LGMA Report
- The Vancouver Island Chapter Standing Committee of the LGMA Report
- The West Kootenay Boundary Chapter Standing Committee of the LGMA Report

CARRIED

B1-03: Risk Matrix

MOVED by Maureen Connelly,

Seconded by Alice Johnston, That the September 2024 Risk Matrix be received for information.

CARRIED

B2-01 to B2-03: Consent Agenda

MOVED by Douglas Holmes,

Seconded by Jennifer Sham, That the following items contained in the Financial Management Consent Agenda- Progress Report be received:

- Short to Medium Term Opportunities
- In Progress
- Successes

CARRIED

SECTION D

Professional Development and Education Section

Professional Development and Education Committee Report

The Professional Development and Education Committee Chair presented the Professional Development and Education Committee Report.

D1: Action Agenda:

D1-01: LGLA Update

Note: The verbal update from the LGLA representative be deferred to December.

D1-02: Annual Conference 2025

MOVED by Douglas Holmes,

Seconded by Michael Dillabaugh, To ratify That the Board endorse hosting the 2025 Annual Conference on June 10-12, 2025 at the Delta Grand Okanagan Hotel in Kelowna, B.C.

CARRIED

D1-03: Business Continuity Planning Workshops – Educational Partnership

MOVED by Douglas Holmes,

Seconded by Bryan Teasdale, That the Board endorse the Executive Director to explore the feasibility of a partnership with MIABC to deliver Business Continuity Planning Workshops in 2025-2027.

CARRIED

D2-01 to D2-03: Consent Agenda

MOVED by Angila Bains,

Seconded by Curtis Helgesen, That the following items contained in the Professional Development and Education Progress Report be received:

- *Short to Medium Term Opportunities*
- *In Progress*
- *Progress Report*

CARRIED

Maggie Arruda left at 3:10 p.m.

SECTION E: New Business

N/A

SECTION F: Correspondence

N/A

SECTION G

G1-01: Chapter Reports

Lower Mainland

n/a

Rocky Mountain

n/a

Thompson-Okanagan

TOLGMA had rescheduled their Chapter Conference to October 23-25 which will be hosted in Penticton, BC. The Chapter Director position is up for election.

Vancouver Island

The VILGMA Chapter Executive met with a number of new volunteers and are identifying dates for a spring Chapter Conference. The Chapter Director noted the group was excited to reinvigorate the efforts and are committed to securing a regular conference schedule.

North Central

The NCLGMA Executive has some new members and they are raising some new ideas. New dates are being finalized for the a Chapter Conference in the spring. Additional efforts are being made to increase membership.

West Kootenay Boundary

The WKB Executive are planning the 2025 Chapter Conference and will also host a fall meeting regarding top-of-mind issues faced by the region and surface potential strategies. Key subject matter experts are going to be sourced to provide education at the fall meeting and efforts will be made to make this meeting accessible to the membership.

MOVED by Curtis Helgesen,
Seconded Maureen Connelly, That the Chapter reports be received.

CARRIED

SECTION H

In Camera

MOVED by Jennifer Sham,
Seconded by Alice Johnston, That the Board move In Camera at 3:24 p.m.

CARRIED

The regular meeting resumed at 3:36 p.m.

SECTION I

The board members and staff will gather on Thursday, December 5 from 8:00 a.m. – 4:00 p.m. PST for strategic planning. The next board meeting will be 8:30 a.m. - 12:30 p.m. on Friday, December 6, 2024 in Richmond, BC (and via Zoom).

Adjournment

MOVED by Angila Bains,
Seconded by Bryan Teasdale, That the meeting adjourn at 3:39 p.m.