



GVAT Board of Directors Meeting

MINUTES – July 28, 2022

Participants: Matthew Cook, Stephen Tyler, Amber McMillan (minutes), Susan Layng, Eric Doherty

Guest: Sammy Hicks (new admin summer student grantee)

Regrets: Brigitte McKenzie, (Mike Glover)

Follow-up:

1. Treasurer GVAT & Co-Chair GVAT spearhead next steps to gain Strat Hub support for extending the HR agreement with Sonia
2. Treasurer GVAT will bring final draft gifts policy for voting at the next Board mtg.
3. Membership GVAT will email Amber suggestions for organizing the Shared Drive
4. Sammy to prioritize newsletter solutions for why people have not received the newsletter and Secretary GVAT will support to decide if we need to change newsletter platforms
5. Secretary GVAT to email reminder to all email holders
6. Co-Chair GVAT will speak with Strat Hub planning committee and Sonia about this type of focus towards training
7. Treasurer GVAT will write this grant and reach out to board members, as needed
8. Treasurer GVAT and Sammy will work out some options next week
9. Co-Chair GVAT & Planning Committee GVAT to take it to Strat Hub to discuss and plan for the Fall
10. Secretary GVAT will prepare some suggestions for note-taker AI for future minute taking
11. Secretary GVAT will schedule and send invites to the dates in calendar
12. Treasurer GVAT to call Mike to check-in

Time	Agenda Item	
6:30	Welcome	Matthew
6:35	Land Acknowledgement	Stephen
6:37	<ul style="list-style-type: none"> ● Motion to Approve Agenda <ul style="list-style-type: none"> ○ Stephen moves; Matthew seconds; MOVED 	Matthew
6:39	<ul style="list-style-type: none"> ● Motion to Approve Minutes from June 23, 2022 <ul style="list-style-type: none"> ■ (see links below) ○ Matthew moves; Amber seconds, MOVED 	Matthew
6:40	<p>Update on HR</p> <ul style="list-style-type: none"> ● Hiring of summer student, Samantha (Sammy) Hicks <ul style="list-style-type: none"> ○ has degree in psychology and is going back to UVic to become a teacher in the Fall <ul style="list-style-type: none"> ■ already added to our website and reorganizing the Admin Drive; doing really well! ■ in coming weeks: will reach out with questions or to lend support to Board members <ul style="list-style-type: none"> ● remaining in mtg for context ● Hiring of Contractor for housing campaign: Sonia <ul style="list-style-type: none"> ○ Consideration of possible extension of contract beyond Oct 15 th : what would priorities/scope of work be? <ul style="list-style-type: none"> ■ Strat Hub needs to agree on her future with Board making a vote ■ collaborate with Strat Hub for key strategic direction in this <ul style="list-style-type: none"> ● email ideas in preparation for the next Board mtg. ● urgency due to the demand for her skills elsewhere <ul style="list-style-type: none"> ○ Matthew believes she is excellent and that we are getting more than our money's worth <p>Stephen & Matthew will spearhead next steps to pass along suggestions for Strat Hub in the HR agreement with Sonia</p>	Stephen
6:58	<p>Policy re: gifts giving for staff/ volunteers of GVAT</p> <ul style="list-style-type: none"> ● need to devise a policy for gifts as they are considered taxable income when given to staff <ul style="list-style-type: none"> ○ Eric wants us to not spend much more time on this ○ Amber recommends Stephen bring a final draft for voting at the next board meeting <p>Stephen will bring final draft policy for voting at the next Board mtg.</p>	

6:59	<p>Follow up on training – particularly for admin systems like Google Workspace, file naming (use of our Zoom account for meetings)</p> <ul style="list-style-type: none"> ● file naming needs to be further simplified <ul style="list-style-type: none"> ○ Sammy and Amber will get Eric’s help in new naming conventions <p>Eric will email Amber suggestions for organizing the Shared Drive</p> <p>Sammy to prioritize newsletter solutions for why people have not received the newsletter and Amber will support to decide if we need to change newsletter platforms</p> <p>Encourage group leads to manage the groups they host & lead</p> <p>Amber to email reminder to all email holders</p>	
7:21	<p>Future training of GVAT leaders</p> <ul style="list-style-type: none"> ● Sonia sent some recommendations but Matthew is feeling a bit overwhelmed by the breadth of this ● Stephen suggests we think about what we are training for <ul style="list-style-type: none"> ○ training encourages involvement ○ goal for a September training plan ● Eric suggests the Housing campaign is a great learning opportunity <ul style="list-style-type: none"> ○ long term goal for training should be highly applicable to the work of the organization ○ Stephen, Matthew & Amber felt like that approach is excellent ○ Susan has quite a lot of IAF training but also notes that if you don’t implement it, you lose it <p>Matthew will speak with Strat Hub planning committee and Sonia with this type of focus towards training</p>	Matthew
7:31	<p>Treasurer’s report</p> <ul style="list-style-type: none"> ● with HR in place, cash position is declining but that is to be expected ● need to re-write a cheque for Dec 2021 dues that IAF lost ● \$38K in IAFC funding that needs a grant proposal to be written to secure it <p>Stephen will write this grant and reach out to board members, as needed</p>	Stephen

	<ul style="list-style-type: none"> ● 2023 will have dues coming in for a solid 1st quarter to the year ● we need to be clear about what staffing we need to have in place to build a solid, sustainable plan <ul style="list-style-type: none"> ○ variable is fundraising ○ also grants need to be written and secured ○ 6-7 months will be telling for us ● Eric believes celebrating our wins and having a successful Housing campaign will be our best way to build long term sustainability <ul style="list-style-type: none"> ○ listen to what our groups are saying about what they can afford, in time, as well as their dues ○ communicating the key issues to core members is key ○ Amber suggested a hidden webpage for pull communications for ED's ● need more thought and reflection on this as it relates to IAF affiliation 	
7:42	<p>Update on IAF relationship</p> <ul style="list-style-type: none"> ● Strat Hub is weighing this out carefully <ul style="list-style-type: none"> ○ Board needs to take direction from them ● come to a decision after the October assembly <ul style="list-style-type: none"> ○ involving our larger membership in delegates assembly to make decision 	Matthew
7:35	<p>Zoom account(s)</p> <ul style="list-style-type: none"> ● we have 2 accounts with IAF <ul style="list-style-type: none"> ○ we do not necessarily need them both ● Amber believes this is not a financial decision but one that is wrapped up in the IAF decision <ul style="list-style-type: none"> ○ good idea to practice with Google Meet as it's free and integrated ● Sammy suggested Discord as it's free <p>Stephen and Sammy will work out some options next week</p>	Stephen
7:35	<p>Discussion: when to hold Future delegates assembly</p> <ul style="list-style-type: none"> ● Mid-November? <ul style="list-style-type: none"> ○ to build off the traction of the October meetings ○ when do we declare victory for the Housing Campaign? <ul style="list-style-type: none"> ■ when all are housed? ■ need to be clear about our metrics 	Matthew

	Matthew & Susan to take it to Strat Hub to discuss and plan for the Fall	
8:00	<p>Plan for back-up secretary for board, ie. minute taker</p> <ul style="list-style-type: none"> ● think about adding AI to note-taking for meetings <p>Amber will prepare some suggestions for note-taker AI for future minute taking</p>	
8:15	<p>Setting future board meetings to end of year</p> <ul style="list-style-type: none"> ● no meeting in August <p>Fall Board Meetings: Sept. 1, 22, Oct. 27, Nov 24</p> <p>Amber will schedule and send invites to the dates in calendar</p> <ul style="list-style-type: none"> ● Motion to Approve <ul style="list-style-type: none"> ○ Amber motions; Matthew seconds, MOVED 	
8:21	<p>Adjournment</p> <p>Stephen to call Mike to check-in</p> <ul style="list-style-type: none"> ● Motion to Adjourn mtg. <ul style="list-style-type: none"> ○ Amber motions; Matthew seconds, MOVED 	