SOCIAL PLANNING TORONTO

BOARD OF DIRECTORS MEETING

MINUTES FOR SEPTEMBER 11, 2018

PRESENT: Jasmin Earle (Chair), Dan Abrahams, Brigitte Bardeau, Shannon Devine (phone), Zoran Jovanovic, Jasmine Rezaee, Tracey Rees (phone), Kate Stark

REGRETS: Dana James, Tyler Johnson, Alexandra Kocherga, Arabind Nanda, Rabindra Sabat

STAFF: Peter Clutterbuck, Beth Wilson, Maria Serrano

1. Approval of the Agenda

   It was moved by: Dan Abrahams
   Seconded by: Brigitte Bardeau

   THAT the agenda be approved as presented.

   Carried.

2. Conflict of Interest

   Jasmine Rezaee and Brigitte Bardeau declared a conflict of interest for items related to the Interim Executive Director’s report.

3. Approval of Minutes

   - Minutes of July 10, 2018

     It was moved by: Kate Stark
     Seconded by: Jasmine Rezaee

     THAT the minutes of July 10, 2018 be approved as presented.

     Carried.

     - Minutes of August 14, 2018

     It was moved by: Dan Abrahams
     Seconded by: Brigitte Bardeau

     THAT the minutes of August 14, 2018 be approved as presented.

     Carried.
- **Ratify motions from August 14, 2018 Board Meeting**

  It was moved by: Dan Abrahams  
  Seconded by: Zoran Jovanovic  

  THAT the motions of August 14, 2018 be ratified.  
  Carried.

4. **Business Arising**

   **Governance Practices:**

   Jasmin indicated that with respect to board attendance it is necessary to enforce the by-laws and she will be communicating with individuals that are affected by it.

   The by-laws state that: “The office of a director shall be vacated if a director is absent from three (3) consecutive regular meeting of the Board or attends less than sixty-percent (60) of the regular meetings of the Board in each year, unless such absence or non-attendance is excused for good cause by a resolution of the Board at the next regular of the Board.”

   Jasmin also indicated that the board will meet every month for now and the workgroups will meet as needed.

5. **Interim Executive Director’s report**

   Peter presented the Interim Executive Director’s report highlighting major activities over the past month.

   It was moved by: Dan Abrahams  
   Seconded by: Zoran Jovanovic  

   THAT the Executive Director’s report be received.  
   Carried.

6. **Municipal Elections and Reduction of City Council**

   Peter provided an updated on SPT’s activities related to the Municipal Elections and the Prosperity Platform Kits were circulated for information.

   Peter also indicated that SPT staff will be having a discussion on strategic options for future SPT work on housing and/or homelessness and recommendations will be forwarded to the board.
The board would like to review the idea of visiting communities where SPT planners are engaged. Peter will take that idea to the program staff meeting and a list of opportunities for board visits will be develop.

7. Committee Reports:
   i) Board Management Committee

   - Board Member Resignation

   Jasmin informed the board that Ginelle Skerritt has resigned from the board for personal reasons.
   
   It was moved by: Dan Abrahams
   Seconded by: Brigitte Bardeau

   THAT the board accepts with regrets Ginelle’s resignation.

   Carried.

   The Nominations Committee will use the recruitment process outlined in the by-laws to fill this position.

   - Status of Board Workgroups

   Maria and Jasmin will send out a brief description of each committee and workgroup and ask that each board member participate on a community or workgroup. The first meeting of the committee/workgroup will be scheduled as soon as the information is available.

   ii) Finance Committee


   It was moved by: Zoran Jovanovic
   Seconded by: Kate Stark

   THAT the July 2018 Financial Statement be approved as presented.

   Carried.

   The board expressed their thanks to the Finance Committee and to the Financial Manager for the excellent management of the SPT finances.
iii) **Board Communications Workgroup**

An updated communications report from the Board to the community on the ED search process will be prepared by Peter and reviewed by Jasmin. Tyler will be asked to post board agendas and minutes on the SPT website as decided a few months ago.

iv) **Diversity & Inclusion Workgroup**

Jasmin will circulate the report that Ginelle prepared and a date will be set for the group to reconvene.

v) **Branding/Communications Workgroup**

The group will reconvene to prepare a draft plan and consult with the new Executive Director. The group is seeking additional members. Interested members are asked to consult Shannon.

vi) **Executive Director Search Committee**

Peter indicated the search firm presented a list of its recommended 10 top candidates to the Search Committee made up of SPT Board staff members and two community representatives.

The next step in the process is for crawfordconnect to conduct face-to-face interviews with each of the candidates on the long list and to present a short-list of 5-7 candidates for interviews with the Search Committee in early October. The Search Committee’s assessment at that time will produce two or three candidates, each of whom will be invited to make a presentation to the Board and answer Board questions as the final stage of the selection process.

vii) **Extension of Interim Executive Director’s Contract**

It was moved by: Dan Abrahams  
Seconded by: Jasmine Rezaee  

That the Interim Executive Director’s contract be extended to October 31, 2018.

Carried.

It was moved by: Dan Abrahams  
Seconded by: Brigitte Bardeau  

THAT the board meeting move in-camera.

Carried.
8. **In-camera Session**

   It was moved by:  Dan Abrahams  
   Seconded by:  Brigitte Bardeau  

   THAT the board meeting move out of camera.  

   Carried.

9. **Adjournment**

   It was moved by:  Dan Abrahams  
   Seconded by:  Brigitte Bardeau  

   THAT the meeting be adjourned.  

   Carried.

10. **NEXT MEETING DATE:**  

    **TUESDAY OCTOBER 9, 2018**