

Governance Committee Notes

August 10, 2023 4pm via Zoom

Present: *Stephen Graham, Barry Fisher, Marilyn Bird, Dave Burkett, Tamara Derkzen*

Everyone checked in and Tamara agreed to take notes.

Acting Chair. Stephen began by advising that he is agreeable to project managing the ongoing RFP process, including the selection process as well as being a liaison between the chosen facilitator and the Board throughout the contract. He shared that as such, he would need to suspend his attendance on the Human Resources Committee and step back as chair of the Governance Committee. Much gratitude to Dave Burkett, who was agreeable to chair this committee, during the RFP process.

Schedule for Selection of a Consultant. Stephen provided committee with proposed schedule for selection. By August 21, all proposals should be submitted and committee will meet to review proposals, declare any conflicts of interest and discuss evaluation format. August 23-Sept 5 the Committee will be ranking and scoring. It was agreed that Joellen will have access to and score the proposals as well, and we will use her scores as a comparative. By September 7, Stephen will create an excel format, averaging the scores with a preliminary ranking of the potential consultants. By September 11, the Governance Committee will submit chosen candidate to the Board for their approval.

Developing a contract or memorandum of understanding for the consultant was also discussed. Joellen or Sheri may have a template. Barry also advised that he could look at this, Stephen to send him RFP.

Next meeting. It was agreed the Governance Committee would next meet on August 21st. when we will meet and comment on evaluation method and format.

Thank you to all. Adjourned at 4:40pm.