



## NORFOLK HOUSING ASSOCIATION

### HR/Governance Committee Meeting Report

DATE: December 2, 2020

TIME: 4:04pm to 4:56pm

*Meeting held via teleconference.*

*Present: Henrietta Falasinnu (committee chair), Eriata Dania, Maya Kambeitz (ex officio).*

*Regrets: Bryan Slauko (ex officio)*

1. Call to Order & Confirm Quorum - the meeting was called to order by the committee chair at 4:04pm and quorum was confirmed.

2. Adopt Agenda for December Meeting

**Motion to approve the December 2020 meeting agenda made by E. Dania, seconded by H. Falasinnu – Carried.**

3. Adopt Meeting Minutes of the March 30, 2020 Emergency Meeting & September 2020 Committee Meeting

**Motion to approve the Minutes of the March 30th, 2020 & September 2020 committee meetings was made by E. Dania, seconded by H. Falasinnu – Carried.**

4. Board Recruitment

**Discussion:** Committee was provided an update about the recruitment discussion that occurred at the October board meeting and November strategy session. The board has an understanding of the profile they are seeking to fill Gerry Albert's unexpired term on the board. Directors will provide referrals to the board of potential candidates.

Committee would like to review current term expiration dates with the board in January.

**ACTION:** Confirm if posting for board vacancy is posted and if applications are being accepted. Provide update on terms to board at large in January.

**Committee Motions:** None

**Proposed Board Motions:** None

## 5. AGM

**Discussion:** Committee discussed the potential of hosting 2021 AGM virtually. At the moment the Alberta Government has not issued guidance on AGMs as the last set of guidelines expired in August 2020. The committee feels it is best to prepare for a virtual and in-person AGM where we follow current guidelines. Even if we are able to host an in-person meeting we should provide the opportunity for virtual participation to accommodate various levels of comfort for attendees.

**ACTION:** None

**Committee Motions:** None

**Proposed Board Motions:** None

## 6. ED Performance/Workplan Development

**Discussion:** Committee received an update as to the timeline of developing the Executive Director's (ED) workplan for 2021 and performance review schedule. Maya and Bryan will work on developing the annual workplan for the ED and finalizing in January 2021. The Board Chair will conduct a mid-year performance review in June 2021 and the year-end review in December 2021. Committee will receive updates throughout the year and ensure that the board is aware.

**ACTION:** None

**Committee Motions:** None

**Proposed Board Motions:** None

## 7. Risk Assessment

**Discussion:** The committee reviewed the updated risk assessment and held a brief discussion on mitigation strategies related to COVID.

**ACTION:** Management will merge the COVID specific risk assessment document with the board's governance risk assessment that is provided at each board meeting.

**Committee Motions:** None

**Proposed Board Motions:** None

## 8. Date of next committee meeting is March 10, 2021.

Meeting was adjourned by the committee chair at 4:56pm.