



**CIPP
IPPM**

Civic Institute of
Professional Personnel

L'Institut professionnel
du personnel municipal

CIPP BOARD OF DIRECTORS MEETING

Tuesday, January 23, 2024, 5:30 pm

Via Zoom

Draft Minutes

Present: Mike Bureau, Victoria Cowell, Beverley Croft, Karim Mekki, Stan Mathew, Matthew Moore, Benjamin Ripley, Krishon Walker, Jerrod Riley (Nominating Committee Chair).

Staff: Peter Bleyer (Executive Director), Shirley D'Penha (Governance & Administration Officer).

1. Call to Order

Jerrod Riley Chair of the Nominating Committee called the meeting to order.

2. Executive Committee elections

By-law 9.1 (b) states that the members of the Executive Committee are the officers - President, Vice-President, Treasurer, as well as the Director elected to represent the bargaining unit at Ottawa Community Housing. The Executive Director is a non-voting member of the Committee.

Jerrod Riley informed the Board that Matthew Moore is acclaimed to the Executive Committee as the Ottawa Community Housing representative. He reviewed the rules for the elections and added that nominations did not require a seconder.

2.1. Election for President

Beverley Croft was nominated by Victoria Cowell.

There were no other nominations.

Beverley Croft accepted the nomination and was acclaimed to the position of President.

2.2. Election for Vice President

Victoria Cowell was nominated by Beverley Croft

Victoria Cowell accepted the nomination.

Leo Cardinal was nominated by Benjamin Ripley

Leo Cardinal accepted the nomination.

An election was held.

Victoria Cowell was elected to the position of Vice President

2.3. Election for Treasurer

Mike Bureau was nominated by Krishon Walker.

There were no other nominations.

Mike Bureau accepted the nomination and was acclaimed to the position as Treasurer.

The Executive Committee elections were closed.

Motion: To destroy the ballots

Moved by Benjamin Ripley; Seconded by Krishon Walker.

Motion carried.

Jerrod Riley congratulated the Board.

The meeting was chaired by Beverley Croft, President.

3. Standing and Ad Hoc Committee Election

3.1. Audit and Finance Committee

The Chairperson of the Audit and Finance Committee is the Treasurer, Mike Bureau. Members of the Executive Committee will serve on the Finance Committee. In addition, Benjamin Ripley and Krishon Walker will join the Finance Committee.

3.2. Governance and Human Resources Committee

Victoria Cowell was nominated by Beverley Croft as Chairperson to the Committee. There were no other nominations.

Victoria Cowell accepted the nomination and was acclaimed.

Per CIPP bylaws, Matthew Moore will represent OCH on the Committee. Beverley Croft and Leo Cardinal will also be members of the Committee.

3.3. Ad hoc Committees

i. Member Engagement and Diversity Committee

Stan Mathew was nominated by Victoria Cowell as Chairperson of the Committee. There were no other nominations.

Stan Mathew accepted the nomination and was acclaimed.

Victoria Cowell, Karim Mekki and Krishon Walker will join the committee.

ii. Scholarship Committee

Krishon Walker was nominated by Karim Mekki as Chairperson of the Committee. There were no other nominations.

Krishon Walker accepted the nomination and was acclaimed.

Karim Mekki, Stan Mathew, and Beverley Croft will join the committee.

4. Approval of the Agenda

Motion: To approve the agenda

Moved by Mike Bureau; Seconded by Benjamin Ripley.

Motion carried.

5. Acceptance of Minutes

5.1. October 23 - Board meeting

Motion: to accept the Minutes of the October 23, 2023, Board Meeting.

Beverley Croft provided minor edits to the Minutes. With these changes the Minutes were accepted

Moved by Léo Cardinal; Seconded by Mike Bureau.

Motion carried.

6. Executive Director Report

The Report was circulated prior to the meeting. Peter Bleyer highlighted some of the activities from the report. He informed the Board that there were growing concerns at OPH related to the reorganization and de-escalation. CIPP is engaging with senior management on these issues.

He added that consultations continue with long-term care and a meeting is planned with paramedic services, with scheduling being an important discussion at the meeting.

A health and safety report was also provided to the Board ahead of the meeting.

Motion: To adopt the Executive Director's Report.

Moved by Victoria Cowell; Seconded by Mike Bureau

Motion carried.

7. Outstanding business

7.1. 2023 AGM debrief.

The Board agreed that the hybrid format worked well for the AGM. Members discussed specific aspects of the AGM process including the election of Board members. Peter informed the Board that the staff are already working on the two resolutions that were adopted at the AGM.

Suggestions were made to offer more background to better explain the financial reports presented to the AGM, as well as to provide additional information on motions and resolutions that come before the AGM and to consider where Board members are seated at the meeting.

8. Financial Report – 2023 Preliminary Year-end

Peter Bleyer reviewed the December 2023 Financial Report.

He noted that revenue was very much as anticipated and that expenditures were still subject to some timing issues with some expenses running into 2024. He spoke to a few specific line items including costs associated with policy grievances and reviewed the policies regarding the Strategic Activities Reserve (SAR) and the Restricted Operating Reserve (ROR).

Given the current balance in the operating account he recommended a transfer of up to 100k to the investment account.

Motion: To approve the transfer of up to 100k to unallocated reserves.

Moved by Léo Cardinal; Seconded by Mike Bureau

Motion carried.

Motion: To approve the Financial Report

Moved by Léo Cardinal; Seconded by Krishon Walker

Motion carried.

9. New Business

9.1. 2024 Board Schedule – Attached

A schedule for Board and Executive Committee meetings for the year was shared with the Board. A calendar invitation for all the meetings will be sent to the Board members.

10. Date of Next board meeting

The Board Retreat is scheduled for Saturday, February 3rd.

11. Adjourn

Note: Motion adopted by the Board of Directors at the Retreat held on February 3, 2024.

Motion: To establish an MEDC selection committee with the following members: Bev Croft (President), Victoria Cowell (VP) and Stan Mathew (MEDC chair).

Moved by Victoria Cowell; Seconded by Krishon Walker

Motion carried.