

**Governance Committee - Minutes**  
**July 19, 2023**

**Present:** Chair, Margaret Gourlay, Dave Burkett, Stephen Graham, Joellen McHard

**Absent:** Marilyn Bird

**Guest:** Carol Anne Deneka

	Item	Update
1	Welcome and check in	Margaret welcomed members to the meeting.
2	Approval of the Agenda	The agenda was approved with deletion of Marilyn’s update on the By-Law review project. CA agreed to take notes.
4	Update on the AGM	Steve gave an update on the status of board reports. The invitation for the AGM has been sent out and posted. The AGM documents have been sent out as well and it looks like we will have quorum. Joellen shared a spreadsheet with the names of confirmed attendees. CA will bring refreshments and snacks for our social time before the AGM.
5	Request for Proposal	<ul style="list-style-type: none"> <li>• Joellen drafted the RFP for the 5 Year plan, business plan and LLCJ policies review. The Committee was provided a draft in advance of the meeting and a few minor changes were discussed and actioned. Steve agreed to break out the outcomes from the deliverables for clarity. There was discussion about who might lead this year-long project. It was agreed that the ED should not lead, however work with the contractor that would be selected by the Committee and approved by the Board.</li> <li>• Given the tight timeline, final edits to the RFP would be completed by Stephen tonight. CA will create a listing of potential contractors using input from Joellen, Stephen, and Margaret.</li> <li>• Timelines include: <ul style="list-style-type: none"> <li>- getting the RFP out by July 24<sup>th</sup></li> <li>- receive proposals by Aug 14<sup>th</sup></li> <li>- evaluation of proposals by Committee Aug 21<sup>st</sup> to Sept 1<sup>st</sup></li> <li>- top 3 submissions will be vetted through BOD via email for final decision</li> <li>- contractor in place and start date Sept 15<sup>th</sup>, and</li> <li>- work completed by April 30<sup>th</sup>, 2024.</li> </ul> </li> <li>• CA to send out the RFP through the <a href="mailto:Admin@commjustice.org">Admin@commjustice.org</a> account and post on Charity Village website. Staff to post on commjustice.org website and facebook page. Michael is holder of the Admin account and will forward submissions to Steve and Margaret who will do the preliminary review and possibly eliminate non-starters or respond to questions.</li> <li>• Margaret will prepare the evaluation criteria. Given the tight timelines – staff are requested to draft the contract in advance of contractor selection.</li> <li>• If potential contractors have questions they should be sent to the <a href="mailto:Admin@commjustice.org">Admin@commjustice.org</a> email address and all questions and responses will be shared with all the potential contractors.</li> <li>• Dave and Margaret have access to the Community Recovery Portal and will ensure all reporting is entered in a timely way.</li> </ul>

13	Next meeting	The next meeting of the Governance Committee is proposed for September 20 <sup>th</sup> , 2023 at 10:30am.
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