

Creative Industries Board Meeting

<u>LOGISTICS</u>	<u>CONTENT</u>
<p>Date: June 23rd, 2022</p> <p>Time: 6:30pm-7:30pm via Zoom LINK HERE</p> <p>Location: Zoom link in calendar invite</p> <p>Attendees: Jaymie Lathem - ED Jennifer Allison Dave Mendicino James Miles Patrick Gilbert Anita Brisson Lacey Stevens (In for Emily Couchie Bryan Kimber)</p> <p>Regrets: Brannyn Hale; Chelsea Reid; Ivy Ireland</p> <p>Chair: James Miles</p> <p>Guests: N/A</p> <p>Minute-taker: Jaymie Lathem</p>	<p>Purpose: To support, connect and promote the creative sector in North Bay, Nipissing to foster a progressive, prosperous community.</p> <p>Outcomes:</p> <ul style="list-style-type: none"> ● To approve Scorecard ● To Endowment Agreement ● To understand Board roles <p>Processes: Chaired discussion, consensus seeking, agreements, “parking lot”</p>

AGENDA			MINUTES											
Item / Lead	Outcome / Objective	Start (Duration) (Mins)	Agreements	Actions (Resources Needed)	Accountability Who / When									
1.0 Call to Order, Review Agenda (James)	<ul style="list-style-type: none"> ● Understand agenda, any changes 	6:30 (1)	-Motion to approve the Agenda		-Jennifer 1st - -Anita 2 nd -All in Favor Motion Passed									
2.0 Conflict of Interest (James)	<ul style="list-style-type: none"> ● Manage any conflict of interest 	6:31 (1)	-No conflict declared											
3.0 Approval of the minutes (James, 2 nd)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>Status</th> <th>Lead</th> </tr> </thead> <tbody> <tr> <td>ED Scorecard</td> <td style="background-color: #FFD700;">review</td> <td>Executive</td> </tr> <tr> <td>Working Groups</td> <td style="background-color: #90EE90;">Created</td> <td></td> </tr> </tbody> </table>	Action	Status	Lead	ED Scorecard	review	Executive	Working Groups	Created		6:32 (1)	-Motion to approve the April 21 2022 Minutes		-Anita 1st -Patrick 2 nd -All In Favor Motion Passed
Action	Status	Lead												
ED Scorecard	review	Executive												
Working Groups	Created													

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	BoD Terms of Reference	review	Policy WG				
4.0 Review of Consent Document (Jaymie)	<ul style="list-style-type: none"> Members provide feedback on the document on project status - circulated 			6:33 (5)	-Anita: provided overview of Consent Document purpose - Jaymie reviewed consent document	-In future Jaymie will provide: status, on target, stuck + financials for each (green, yellow, red)	
5.0 ED Updates (Jaymie)	<ul style="list-style-type: none"> Updates <ul style="list-style-type: none"> Policy Update (WG) Spending agreement Questions for local elections WG Culture Days Symposium Communications 			6:38 (15)	<ul style="list-style-type: none"> Overview of WG progress. Both still have work to do Overview of Symposium OAC.1 Sector PD identified as needed Working to bring Disability Collective to NB for PD purposes 		
6.0 ED Agreement & Scorecard (James, Anita, Jaymie)	<ul style="list-style-type: none"> Scorecard – Org & ED performance indicators - circulated Strategy planning Fall 2022 			6:52 (15)	<ul style="list-style-type: none"> Anita: reviewed ED + Web Scorecard function & purpose. ED Scorecard set for further discussion during Sept. BoD Meeting. Web Scorecard to be reviewed by BoD for July 14th approval 	<ul style="list-style-type: none"> Web Scorecard to be reviewed & approved by July 14 Anita will lead Strat Plan Doodle poll for dates/times late Sept. early Oct. for Strat Planning 	<ul style="list-style-type: none"> James circulate Web Scorecard for any questions/ concerns & July 14th deadline Jaymie will send doodle poll
7.0 Endowment Agreement (James, Anita, Jaymie)	<ul style="list-style-type: none"> Discuss agreement - circulated 			7:07 (10)	-Motion to approve North Bay & Area Community Foundation Endowment Agreement for Creative Industries Fund for the Arts		
8.0 2022 Q2 Budget Review (Jaymie/Anita)	<ul style="list-style-type: none"> Deferred to summer review (to be circulated) Approval of Signing Authorities 			7:17 (1)	-Motion to approve Jaymie to open a bank account at CIBC with Jaymie Lathem, Anita Brisson & James Miles as signing authorities for Creative	<ul style="list-style-type: none"> Emily 1st Dave 2nd All in favor Motion Passed 	

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			Industries & Jeff Portugues from MP Bookkeeping for CRA remittance purposes.		
9.0 Board Roles (James/Anita)	<ul style="list-style-type: none"> Discuss roles – circulated Terms of Reference for Board members deferred for summer circulation 	7:18 (5)	-James: we will be developing Board roles with specific actions/expectations & time commitments. Will be finalized for Sept. BoD Meeting		
10.0 Sector Updates (Jaymie)	<ul style="list-style-type: none"> Updates 	7:23 (3)	-James: Production capacity gone – equip & staff hard to find -Jaymie: Networking needed for sector, Emily will help		-Jaymie will contact Emily regarding networking
11.0 New Business (All)		7:26 (2)	None		
12.0 Next Meeting (James/James)	Sept 22	7:28 (1)			
8.0 Adjournment		7:29	-Motion to Adjourn		-Anita 1st -Dave 2 nd Meeting Adjourned