QCHCA Organization Committee meeting

9:30 – 10:30 am, Wednesday, August 17, 2016

DRAFT MINUTES

Attending:

Pam Edwards

Susan Haddon
John Schmuck

Jean Hodgson

Regrets:

Art Beck

1. Susan reviewed the section of our Strategic Plan dealing with ‘organization’ and thanked Pam for offering to co-Chair this new Committee and John, Jean and Art for offering to be part of the Committee. Following up from the June Executive Committee meeting, it was suggested that this be the Committee to rework our constitution and bylaws in accordance with the new Societies Act, so we added this to our list of proposed actions.
2. After some discussion, it was proposed that Susan contact Marsha Henderson, President of Broadmead Community Association, to invite her to join us at our next meeting and, prior to that, ask if she would share the work she and other CAs have done to create a ‘universal’ CA constitution and bylaws. Pam has offered to take the draft we will ask her to forward and meld it with our existing constitution and bylaws prior to the proposed meeting. In addition to the five of us, we will also invite Shawn Newby to join us for this proposed session.

**TO DO: SUSAN to contact Marsha for copy of draft which she will forward to Pam and to ask Marsha for a couple of possible dates/times when she would be able to join us.**

 **SUSAN to get back to this Committee with potential dates**

1. We then discussed a number of questions with respect to how we function as an Executive, including who constitutes ‘the Executive’, what our roles are, whether we need to institute terms of office, should we have policies on how many consecutive meetings a person may miss, is the role of the area rep working as well as it might and how might it be re-imagined, should we create an ‘Area Rep Committee’ with a Chair/Co-Chair who would regularly convene the group and help to revitalize/reorient the group, do Area Reps have back-ups who will take on their role when unavailable, should we create several key policies (such as confidentiality, conflict of interest, sponsorship, etc.)

This led to the suggestion that we update our existing binder. John will give me his and Jean will lend Pam hers. We thought we could also ask Marsha for a copy of her binder to see what they have that we don’t, etc. John suggested we may want to apply for a Small Sparks Grant to help pay for things like a data entry person, photocopying/scanning, etc. as we go forward.

**TO DO: JOHN to drop off his binder to Susan**

 **JEAN to drop off her binder to Pam**

 **SUSAN to ask Marsha if she’s share Broadmead CA’s binder**