

Minutes July 11, 2022 Board Transition Meeting

Attendance: Justine, Lisa, Stacey, Tracy, Melissa, Kathryn, Erin, Lianne, Allison

Absent :Dave

- Reviewed the orientation information for new members
- Outline the roles of the board officers and **elect** those officers
- New Directors structure is as follows:

Erin Wiltshire—president/chair

Kathryn Jung—Vice President

Allison Foulser—Treasurer

Justine Marsh—Secretary

Member at Large—Melissa Surman

WAG REP—Lianne Doan

NAG REP—Dave Chuchman

- Establish the timeline for future board meetings— board meetings will remain the 2nd Thursday of the month at 6:30 pm
- Review any logistical information
- Allow time for any meetings between past and new officers (ie. old treasurer/new treasurer)

For new members:

- Create a gym email, or designate the email you want to use for gym matters and communicate that to the President
- Create your alarm and door codes and communicate to the Operations Manager— need a 4 digit and 6 digit code
- Reviewed and Signed confidentiality /code of conduct document

For old members:

- Arrange to provide your successor with any notes or documents or information necessary to bring them up to speed— Stacey has informed resilient grant contact team that the need contact will be Justine Marsh. Meeting held with Gilmar from OTF with updates
- Hand in your keys to the Operations Manager—Stacey handed in her key. Lisa did not have one
- Send a memo of useful information to the new President related to your tasks/projects etc
- Change the board email password and provide the new password to the new members as required— Justine will continue to oversee the board email

- Share the board drive with the new board members and the past chair— Justine created a new 2022/2023 board drive and will share with new current board members
- If you are not working on any gym board members, create an out of office reply from your gym email directing the inquiry to the board email (or your successor)
- Update the website with the new board meeting information
- Review leaving board members from any password access to bank accounts, apps, registration systems etc.
- Remove the departing members' alarm codes, door codes etc.
- Write to RBC/the bank and update the signing authorities

Adjorn

Next board meeting Thursday August 11/22 at 6:30 pm

CLOSED Meeting to follow if necessary