



**BOARD OF DIRECTORS MEETING
FND-BOD-06-20
Thursday October 8, 2020
10:00 a.m. to 12:00 p.m.**

**In accordance with Ontario Regulation 107/20
made under
*The Emergency Management and Civil Protection Act (Details to follow)***

MINUTES

Chair Insinna called the Board of Director's Meeting for the NPCF to order at 10:11 a.m. by acknowledging the Indigenous territory on which the meeting was taking place.

“The Niagara Peninsula Watershed is located on the traditional territory of indigenous peoples dating back countless of generations. We want to show our respect for their contributions and recognize their role in treaty-making in what is now Ontario”.

The Chair declared a quorum, advised that the meeting was authorized by Ontario Regulation 107/20 under The Emergency Management and Civil Protection Act and he outlined the procedures for the meeting.

Chair Insinna welcomed new Board Member - Mary Sergenese to the Foundation. He advised that Member DiFruscio sent his regrets as he is still recuperating. He requested each Board Member and staff to introduce themselves.

Member Foster, Vice Chair
Member Sergenese
Member Sharma
Member Wood

Gina Shaule, NPCA Administrative Assistant
Adam Christie, NPCA Director Strategic Initiatives and Operations
Andrea Crosby-DiCenso, NPCF Executive Coordinator.

The Chair also acknowledged that Lise Gagnon, Authority Director of Corporate Services and Assistant Treasurer to the Foundation was on a well-deserved vacation.

1. ADOPTION OF AGENDA

1.1 Addition of Items

The Chair added a verbal update from Gayle Wood on correspondence as well as an additional Human Resources discussion in Closed Session.

1.2 **Change in Order of Items**

Vice Chair Foster requested a change in order to consider Item 7.1 after agenda Item 2 in order to accommodate Adam Christie's schedule.

1.3 **Motion to approve Agenda**

Moved by: Member Foster

Seconded by: Member Sharma

Resolution No. FND-BOD-58-20

That the Agenda for the NPCF Board of Directors' Meeting held October 8, 2020 be approved, as amended, to include a verbal correspondence update, an additional human resource discussion in Closed Session and a change in order for Item 7.1 to be discussed after agenda Item 2.

CARRIED

2. **DECLARATION OF CONFLICTS OF INTEREST**

There were no declarations of interest at the meeting.

3. **ITEMS FOR APPROVAL**

3.1 **Draft NPCF Fundraising Strategy – 2020-2021**

Andrea Crosby-DiCenso and Gayle Wood presented the Draft Fundraising Strategy. The Board agreed to the following actions:

- The Bench Brewery Event and Chair's Breakfast would be held in 2021.
- A follow up letter and personal discussion with each Authority Board member would occur to outline the importance of 100% participation in the Directors' Donation Challenge and that any donation would be appreciated.
- The final strategy needs to incorporate strong key performance indicators and needs to flesh out details on events, as they are labour intensive.
- The format for the strategy was acceptable.
- Staff should investigate purchasing donor management software.
- A brainstorming workshop should be held in November for the Board and staff to further discuss and finalize the Fundraising Strategy.

Moved by: Member Sharma
Seconded by: Member Sergenese

Resolution No. FND-BOD-59-20

That the Draft Fundraising Strategy dated October 8, 2020 be received; and

Further that the staff be directed to complete the Strategy for approval at the Foundation's December 10, 2020 meeting.

CARRIED

4. APPROVAL OF FOUNDATION MINUTES

Moved by: Member Sharma
Seconded by Member Wood

Resolution No. FND-BOD-60-20

That the minutes of the NPCF Board of Directors meeting held September 10, 2020 be approved as printed.

CARRIED

The Chair noted that the minutes from the Closed Session meeting on September 10, 2020 would be considered in Closed Session.

5. UPDATE FROM THE CHAIR

The Chair indicated that, with his welcoming of Member Sergenese to the Board, his comments were complete, given the need to move ahead with the agenda to keep to the meeting schedule.

6. CORRESPONDENCE

Member Wood indicated that three pieces of correspondence arrived after the agenda was circulated:

- A resolution from the Niagara Peninsula Conservation Authority in response to the Chair's presentation to their Board of September 17, 2020.
- Email correspondence that Aviva Canada had donated \$750 to the Foundation as a result of their staff volunteer workday on a Pollinator Garden.
- Email correspondence from Northland Power donating \$1,000 to the Foundation in the memory of the Rt. Hon. John Turner who was on their Board of Directors.

The Board discussed the importance of recognizing donations on our social media platforms and website. Member Sergenese advised that she will send staff a "Recognition Grid" which the Executive Director will add to the Foundation's Gift Acceptance Policy.

Moved by: Member Wood
Seconded by: Member Foster

Resolution No. FND-BOD-61-20

That the verbal update on correspondence received from the NPCA regarding the MOU, Aviva regarding a donation to the Foundation and Northland Power regarding a donation in the memory of the Rt. Honourable John Turner be received for information.

CARRIED

7. DEPUTATIONS AND PRESENTATIONS

There were no deputations or presentations at the meeting.

8. ITEMS FOR APPROVAL

8.1 Draft NPCF Board Recruitment Process

Member Wood overviewed the Draft Board Recruitment Process document and requested that the Board members provide comments in writing which will be incorporated into the document and presented at the December 10, 2020 Board of Directors meeting.

Moved by Member Sharma
Seconded by: Member Sergenese

Resolution No. FND-BOD-62-20

**That the Draft NPCF Board Recruitment Process dated October 8, 2020 be received;
and**

Further that the Managing Director/Secretary-Treasurer be requested to input recommendations from the Board of Directors and present a final document to the December 10, 2020 meeting for approval.

CARRIED

9. BUSINESS FOR INFORMATION

9.1 Executive Coordinator's Update

The Executive Coordinator provided a verbal update on her activities since the September meeting. The ED recommended that Imagine Canada be accessed for \$33.00 per month until year end, which the Board supported.

In relation to the ED's participation at the Thanksgiving Festival, it was suggested that a Foundation Donation Box be offered at the gate in addition to a potential raffle.

Moved by: Member Sergenese
Seconded by: Member Sharma

Resolution No. FND-BOD-63-20

That the verbal report from Andrea Crosby-DiCenso, Executive Coordinator regarding her activities be received for information.

CARRIED

9.2 Discussion regarding the 2021 Budget

It was recommended that the discussion on the 2021 budget be referred to the December 10, 2020 meeting, after the Fundraising Strategy Workshop.

10. NEW BUSINESS

At the request of the Chair, the ED confirmed that the Foundation has a "big cheque" which is used for presentation purposes and profiling donations.

11. CLOSED SESSION

Moved by: Member Wood
Seconded by: Member Foster

Resolution No. FND-BOD-64-20

That the NPCF meeting move into Closed Session for the purpose of:

10.1 Consideration of the Closed Session minutes from the September 10, 2020 meeting; and

10.2 Consideration of matters pertaining to Human Resources.

CARRIED

Moved by: Member Sergenese
Seconded by: Member Foster

Resolution No. FND-BOD-65-20

That the meeting re-convene in Open Session and report progress.

CARRIED

Moved by Member Wood
Seconded by Member Sharma

Resolution No. FND-BOD-66-20

That the minutes of the NPCF Closed Session Special Meeting held September 10, 2020 be approved as printed.

CARRIED

**Moved by Member Foster
Seconded by Member Sharma**

Resolution No. FND-BOD-67-20

That the human resources matter discussed in Closed Session at the October 8, 2020 meeting be approved by the Board of Directors.

CARRIED

Before adjournment, the Chair thanked the Board members and staff for their participation at the meeting.

12. ADJOURNMENT

Moved by: Member Foster

Resolution No. FND-BOD-68-20

That the October 8, 2020 NPCF Board of Directors' Meeting be adjourned at 11:57 a.m. to be reconvened on December 10, 2020 at 10:00 a.m. or at the call of the Chair.



**Tom Insinna
Chair**



**D. Gayle Wood
Managing Director/Secretary-Treasurer**