

MINUTES FOR THE CCOC BOARD OF DIRECTORS MEETING

Wednesday, May 25, 2022

Present: AnaLori Smith (President), Christopher Yordy (Vice President), Court Miller (Treasurer), Courtney Lockhart (Secretary), Dougald Brown, Cynara Desbarats, Nooreen Haider, Soraya Ibrahim, Micah Melnyk, Aditya Rao, Adrian Senn, Jesse Steinberg, Reaz Zaman

Staff: Sarah Button, Tessa Trueman (recorder)

Regrets: Erica Braunovan

1. Call to order

The meeting called to order at 7:16pm.

2. Adoption of agenda:

Members requested the following additions to the agenda:

- Add cameras discussion
- Add Resolutions at the AGM (both presented and not presented)
- Add Forward Financing Update
- Add Legal updates for new Board members

The agenda was adopted unanimously with the above additions.

3. Adoption of the CCOC Board minutes from April 27, 2022:

The minutes from the April 27, 2022 meeting were adopted unanimously. (AnaLori Smith and all new Board members abstained)

Adoption of the *in-camera* minutes: Tessa Trueman left the meeting. Discussion recorded separately.

4. Declaration of conflict of interest: None

5. Welcome for New Board Members!

a) Appointment of Table Officers (discussion and decision)

President: AnaLori Smith (elected by membership)

VP Nominations: Chris Yordy

Treasury Nominations: Court Miller

Secretary Nominations: Courtney Lockhart

Executive Committee Nominations: Dougald Brown and Erica Braunovan

Liaison between Cahdco and CCOC: Jesse Steinberg

Motion: To appoint the Board Table Officers as presented.

(M/S/C, AnaLori Smith, Reaz Zaman)

Standing committees: All new Board members are invited to try out a few committees to decide which ones are of interest to them. We will revisit in September to ensure there is coverage for each committee. Sarah will circulate the committee meeting schedule via email.

b) Posting Board member photos and biographies online (discussion):

CCOC has never posted Board member photos or biographies on our website, but we would like to start this year, to be more transparent. Everyone thought this was a great idea. Sarah will follow up with everyone via email about bios and photos.

Members brought up the idea of adding staff to the website. Board members also wanted to discuss the possibility of having contact information on how to reach the Board (like an email address). We are planning a website redesign and these ideas are already being discussed.

c) Board onboarding plans (Sarah - for info)

- Options Bytown tour
- CCOC 101 meeting
- Cahdco/affordable housing development 101
- June Board meeting: overview of current work plan
- September: property tour
- Board training (TBC – Autumn)

Discussion:

For the 101 sessions, could we create a video that would be posted on the website for future Board members? There was some discussion about making a series of videos or webpages for anyone interested in joining the board or committees (rather than just new board members). We could also expand this to a general audience since many people do not know how our structure works. Members want to bring this to the strategic planning sessions.

6. Time-sensitive Business

a) Right to Disconnect policy (for approval):

The language needs some consistency:

- Some sections mention guidelines but then use the word “must”. Consensus is that guidelines are “nice to do”, while “must” is an obligation. If items are obligatory, they

should go under section 7.

- There are lots of “should” vs “must”, which is creating a lack of clarity. Need to have someone go through and make it sound like one voice.
- Wording should be relaxed in some areas (remove words like “shall”).

Other discussion:

- Section iv for “out of office (phone)” has the words “include as applicable” at the end. Members are not sure if that should be there.
- Under section iii, it says “cell phones should not be used for non-work-related internet browsing or gaming during working hours”. Since staff use their personal cell phones, they would be failing to follow policy if they receive a social media notification/get a Facebook message. This wording should be looked at again.
- People may feel obligated to respond to messages from supervisors, even with this policy. Can we specify that responding to messages outside of work hours would constitute overtime? This disincentivizes managers from sending messages in the first place.
 - This would also solve the issue of emergency situations where the manager does need the employee to respond during their off hours. Their time would be recognized.
- This policy states that several groups of people do not have the right to disconnect but members noted that it seems like a large list of people.
 - Members feel that more detail, describing which circumstances the individual would need to be reachable, is necessary.
 - Every employee should have the right to disconnect in some way. Even if it can’t be as comprehensive for senior management, there should be something in there letting them know when and how they can disconnect.
 - Every person has a right to freedom of work for their mental health.
- After hours communications could include a “timeliness to respond” so that those with different hours can send emails at any time without requiring a response until the person returns to work.

Motion: To conditionally approve the Right to Disconnect policy, except for clause 6, which will return to the Personnel committee for more updates.

(M/S/C, Chris Yordy/Dougald Brown)

b) Second Pest Control Vehicle (for approval, deferred from April)

The brief was shared with members (see attached).

Motion: To approve the second pest control vehicle. (M/S/C, Court Miller/Chris Yordy)

7. Operational Item Highlights

a) TCE updated guideline and policy

- Personal Social Media Policy – shift to Personnel (for approval)
- Corporate Social Media Policy (for info)

b) Joint Rentals & TCE safety meeting + Cameras (for discussion, deferred from March)

Adrian Senn brought up the issues at 210 Gloucester and the very urgent need for

cameras.

The Board saw the policy last month, but they determined guidelines were needed first. The timeline is to bring the full policy back to the Board in June.

AnaLori and Sarah will meet with Adrian to discuss.

- c) **Governance sub-committee wrap up report** (AnaLori - for info): deferred due to time
- d) **Options Bytown tour - June 13 at 3pm** (Courtney L - for info): not discussed due to time
- e) **Resolutions from the AGM** (both presented and not presented): deferred due to time
- f) **Forward Financing Update:** deferred due to time
- g) **Legal updates:** See below. Discussion recorded separately.

8. Information Items

- a) Executive Committee minutes
- b) Facilities Management Committee minutes
- c) Rental Committee minutes
- d) TCE Committee minutes
- e) Finance Committee minutes
- f) Development Committee minutes
- g) Personnel Committee minutes

The meeting moved in-camera for a legal update at 9:23pm. Tessa Trueman left the meeting.

(M/S Jesse Steinberg/Chris Yordy)

The meeting moved out of camera at 10:01pm

(M/S Cynara Desbarats/AnaLori Smith)

The meeting adjourned at 10:02pm.

Next meeting: June 29, 2022