



Board of Management

Minutes of Meeting: March 24th, 2016 @ 7:15 p.m.

Place: 95 Lavinia Avenue
Present: J. Slaughter, J. Anderson, K. Roumanis, T. Emo, S. Zalepa, B. O'Rourke,
Councillor S. Doucette, A. Gidaro, G. Dubauskas, W. Roberts, M. Hudson
Guest: M. Smith
STH Staff: E. Gaigalas (E.D.), C. Walmsley (E.A.)
Regrets: R. Patrickson B. Livingston, (Swansea Memorial Library), N. Stein, P. Vlach
Absent: M. Casey, T. O'Reilly, T. McLennon (Advisor)

1. **Addition of items to agenda:** To #15. E.D. Report: City Policy Employment of Relatives; to #16. Nominating Committee Update on Board Recruitment; to #19. HR Subcommittee report.
2. **Agenda Adoption:** B. O'Rourke moved to adopt the amended agenda, seconded by G. Dubauskas.
CARRIED
3. **Declarations of and Conflicts of Interest:** none
4. **Minutes of Previous Meeting:** #13. Amend "Space Use" to "Governance". W. Roberts moved approval of the amended minutes of the February 9, 2016 Board of Management meeting, seconded by J. Anderson.
CARRIED
5. **Items arising not contained in agenda below:** none
6. **Swansea Memorial Library Report (SML) :** no report
7. **Referrals from Swansea Town Hall Association:** none

Standing Committee Reports

8. **Executive Committee Report:** no report
9. **Treasurer's Report:** The Executive Director presented the financial report for the first 2 months of 2016. The E.D. reported that the 2016 Budget submission has been approved and the 2017 Budget has been requested by early June.
S. Doucette moved and M. Hudson seconded approval of the January and February 2016 Financial report.
CARRIED
10. **Audit of 2015 Financial Statements:** The E.D. reported that the 2016 draft Financial Statements are not yet ready for review from the auditors (Welch LLP).
W. Roberts moved that the Board of Management meet at 7 pm on April 28th to review the audited 2016 Financial Statements if available, as a one item agenda, prior to the AGM, seconded by K. Roumanis.
CARRIED

- 11. Building and Furnishings:** no report.
- 12. Space Use (SUC):** no report
- 13. Community Liaison Committee (CLC):** C. Walmsley presented the Committee report. The Lavinia street party has been moved to June 4th. C. Walmsley will contact the community groups to assist them in co-ordination of their potential presence at the BWV Sidewalk Sale on Saturday, June 18th.
W. Roberts moved the March 7, 2016 CLC report be accepted with the recommendations contained therein, seconded by S. Zalepa. **CARRIED**
- 14. Ad Hoc Committee on Governance (GOV):** No report
- 15. Executive Director's Report:**
B. O'Rourke s moved receipt of the March 2016 Executive Director's report including the recommendations contained therein, seconded by G. Dubauskas. **CARRIED**
 The E.D. presented the City Policy for Employment of Relatives for discussion.
W. Roberts moved that the Board of Management recognises the current City policy relating to the Employment of Relatives and directs that management ensures compliance, seconded by M. Hudson. **CARRIED**
- 16. Nominating Committee:** W. Roberts updated the Board on the status of the recruitment process and anticipated a recommendation from the Committee will be referred by April 2nd.
- 17. Correspondence:** none.
 S. Doucette noted her Environment Day was scheduled for Saturday, April 16th.
- 18. Attachments:** Public Sector disclosure

IN CAMERA

The meeting moved in camera and the Executive Director and Executive Assistant left the room.

- 19. Human Resources (HR) Committee:**
 B. O'Rourke assumed the Chair. J. Slaughter delivered his report on the Human Resources Subcommittee.
 The meeting moved out of camera.
J. Slaughter moved and W. Roberts seconded to adopt the Report of the Human Resources Subcommittee. **CARRIED**
 J. Slaughter advised the Board of Management that the E.D. has completed the 2015 Performance Planner for the E.A.
W. Roberts moved that the 2017 Performance Planner for the E.D. be ready for January 2017, and be forward to the Human Resources Committee by the end of January 2017, seconded by M. Hudson. **CARRIED**
- 20. Adjournment:** M. Hudson motioned to adjourn the meeting at 8:52 pm, seconded by S. Zalepa. **CARRIED**

UPCOMING 2016 MEETINGS & EVENTS			
Thursday	April 28	7:00 pm	Swansea Town Hall Board of Management Meeting
Thursday	April 28	7:30 pm	Swansea Town Hall/STHA Annual General Meeting
Thursday	May 26	7:15 pm	Swansea Town Hall Board of Management Meeting