



2/18/2021

# Nominating Committee Meeting

Minutes of February 18, 2021

**ATENDING DIRECTORS:**

Allan Sheppard  
Nancy Brown, Chair  
Van Darling  
Bill Dorland  
Dave Rutherford

**ATENDING STAFF:**

Barbara Dinnage  
SECRETARY

## MISSION

“To protect our future as if it’s our own”

## VISION

“Our family striving to provide you with peace of mind by protecting your tomorrows today”

## Opening of the Meeting

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Chair, Nancy Brown, brought the meeting to order at 12:56 p.m.

Nancy called the meeting to order for the purpose of determining next steps in the nominating committees process. We currently have 5 interested candidates. We are looking for replacements for Bob Burley and Bruce Buttar when their terms end this year. Richard Barrett is on the same election cycle as Bob & Bruce. The nominating committee will recommend 3 candidates once interviews are completed. One of those will be Richard Barrett to continue on as director.

Currently interested persons are:

Susan Trevorton – letter of interest received

Trish Baird – letter of interest received (24371P01)

Graeme Brown – name presented as interested nothing received in writing (46968F01)

Ian Fox – name presented as interested nothing received in writing (20610F01)

Michelle Giddings – Resume received (46716P01)

Nancy will contact each candidate at this time and ask that she have a letter of interest and resume from each of them. She will give them the Director Introductory Package. They can review and decide if they want to continue with the process.

The committee reviewed the suggested timeline from previous meetings. Currently, required timelines are being met. The timelines indicate that interviews will happen in July. The committee felt that they had started the process and would like to continue on regularly and could be doing interviews in May, with a decision coming shortly after.

A timeline and action items:

December – Nominating Committee met to develop plan for succession, reviewed Skills Matrix

January – Nominating Committee met and reviewed Director packages for updates needed. Deadline given to full board to have suggested candidates names presented by February Board meeting.

February – Candidates names given to committee chair at February meeting. Alec reached out to other mutuals for template of interview questions for board members.

March - letters of intent and resumes should be received by Nancy by third week of March

April – committee will meet and review resumes and skills matrix

April – obtained interview questions from Alec

April – decide on final interview questions and scorecard

May – interviews take place, decision on appointment will follow shortly after

May – after selection made Full director package will be given to candidates

The committee asked that the full board receive the Director Introductory Package.

The committee will do group emails if anyone has any questions or concerns. This will help to keep everyone informed.

Next meeting set for March 30 at 1 p.m.

Meeting adjourned at 1:43 p.m.