



12/14/2021

Committee Meeting Minutes of December 14, 2021

ATENDING DIRECTORS:

Bill Dorland, Chair
Allan Sheppard
Dave Rutherford
Susan Treverton

ATENDING STAFF:

Alec Harmer, President

REGRETS:

Barbara Dinnage
RECORDING SECRETARY

MISSION

“To protect your 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

Bill welcomed everyone to the first meeting of the newly formed Governance Committee. Bill reviewed the mandate put together for the committee. This committee will help to break up the workload of other committees, for example the audit committee.

Suggested meeting schedule

Looking forward it is expected in the first year of the committee that we will meet the 2nd Thursday in March and June from 9:30 – 12:30. There will be four zoom meetings scattered throughout the year. At the March meeting we will print off a few policies to discuss and review. The June meeting will be ERM. The management team will participate based on what the content of the meeting will have and if it applies to them.

January Board Meeting

Barb will move current policies to the new policy format and look for any updates needed. In January, the GEM policy will be reviewed at the board meeting. We will also be looking at the Code of Conduct and Leadership convenient in January.

General items the committee will review throughout the year

The committee will look at Board functions and evaluations. How a board meeting functions? How a board meeting can be changed? Review of the quarterly Board Survey. Self-evaluation of the board and analyze and look for trends and improvements.

ESG may end up under this committee.

Some policies are Board policies and others are operational policies. An example of operational policies is our underwriting manual or claims process procedures. This is something that is looked after by the management team.

This committee will review any new policies. An example would be the vaccination policy. This will be discussed at the January Board Meeting.

Review of our website and the content should be completed. This would be both the public side and the password protected sections of the site. We are working on a revamped website for 2022 and this will be part of setting up the content.

Education

In our budget, we have included education for the board on governance. There are sources that we can consider to put on this education. (Governance Solutions –Browns & Strive). This committee will develop an understanding for the Board of the type of education to consider. There is a preference to working with STRIVE as they are already familiar with us. A topic to look into is, What is ESG? What does ESG involve and where to begin? A month should be determined of when best to hold education sessions.

Adjournment of the Meeting

MOTION: *“to declare the meeting adjourned at 1:04 p.m.”*

Moved: Dave Rutherford

Date

Bill Dorland, Chair

Alec Harmer, Secretary