



9/22/2021

Nominating Committee Meeting

Minutes of September 22, 2021

ATENDING DIRECTORS:

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

ATENDING STAFF:

Barb Dinnage, Compliance Officer

Barb 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

Chair, Nancy Brown, brought the meeting to order at 9:35 a.m.

Nancy called the meeting to order. Nancy advised that as we are coming to the end of the process for the nominating committee that the purpose of this meeting was to debrief on the steps taken. Overall, the process went very smoothly. It was felt that some improvements could be made.

This committee was formed of the 3 directors that had been elected at the prior AGM (Bill, Van, Dave). Nancy and Allan were volunteers. This formed a 5 person committee. The committee met Dec 22, Jan 7, Feb 18, Mar 30 and Jul 27.

The committee looked for a method to attract candidates. Information from OMIA and governance education over the past couple of years were used as tools.

The question looking forward is how do we attract candidates for Board positions? We need to redo the Skills Matrix after the new board members have settled into their roles. It was suggested to do this for June 2022. A question will be sent to Sue Baker or the Wednesday morning OMIA calls, “How many mutuals advertise Director openings to attract candidates?”

Suggestions were made for our policyholders to be aware of an opening of a Board position such as to include a mailing in renewals for the year prior to the committee convening the search, using our calendar mailing as a method to get the information to policyholders and the use of our website with a spot with information for anyone interested in being considered for our Board. The website could contain a link that provides some of the information found in the Introductory Director Package, e.g. commitment of time.

This skills matrix takes into consideration diversity. Alec will speak to Brian Hicks or Jackie Roy to confirm that we are considering diversity lawfully with candidates.

It was discussed that we know the next opening will be in 4 years and we should be aware of possible candidates over the next few years.

A discussion took place on the need to have more than 1 interview. It was felt that the practice of the chair having a phone conversation prior to the formal in person interview was positive to leave in place. An option would be to do a first interview using a virtual tool and then narrow down candidates to a reasonable number for in person interview. It was thought the maximum for in person interview would be 6.

On July 2nd, a letter was sent to the candidates that outlines the by laws for requirements for a Board Member and the timeline for the interview process. We sent by mail and by email. We had a candidate say he didn't receive either. It was decided that this would in future be sent in June and ask for a signature requirement on a copy that be returned to us. Enclose a postage paid envelope in the letter.

The candidates need to be contacted to be sure they obtain their criminal record check. This is to be in place with HTM prior to the November 18, 2021 Board Meeting. The need for the criminal record check was indicated in the letter sent to the candidates in July. It was discussed that current board members will be asked to provide a criminal record check as they come up for election. Richard will be notified about this. Alec will contact Farm Re for their procedure on criminal record checks.

A review on the timeline calendar used in this process took place. It was agreed that the committee should be formed in January. The 5 person committee worked well and was able to come to a good selection process after interviews took place. The timeline document will be amended and included to the committee members.

The interview questions were discussed and no changes were needed. The checklist used to score the candidates was also discussed. It was agreed that a third question be added in the Board Compatibility/fit section. It will be also scored on a scale of 1 – 10. "Does the candidate fit into the needs identified in the skill matrix?" The checklist document has been amended.

The next discussion point, was on if we can ask if the new board members are vaccinated. There is a session that Management will be attending on September 27th that hopefully will address this concern.

We didn't have a probation period for the 2 newly appointed board members. It was thought that a 3 month probation period should be considered in this process moving forward.

All information with any personal information of the candidates was turned in and shredded in our office.

An orientation day was discussed. Van and Bill will be mentors to the new board members. It was thought that a ½ day session would be best. This day will start with a tour of our building. The managers of each department will meet in the community room. The mentors and new board members will get a 15 – 20 minute session in the community room from each department manager. The mentors will review the website and how to access board information. The mentors will review the prior board meeting and help prepare them for the October board meeting. They will be shown how to complete their expense forms. We will have a list of items that they need to bring in order to set up benefits and direct deposit pay. We will obtain contact information (email, cell #). Cell #'s for Van and Bill will be provided to the new board members.

Once we have cell #'s in place we will order business cards for directors and also magnetic name tags.

Meeting adjourned 11:49 a.m.