

## Governance Sub-Committee Meeting

Friday October 18<sup>th</sup>, 2024

12pm

Via MS TEAMS

### Record of Decisions

Via Teams: A. Yeo (Chair/Vice-President EC/LoP/OPBO), M. Larcher, S. Holmes, M. Hawco (Volunteer), F-A. Roux (Volunteer)

Regrets: N. Prier (President), C. Hill, G. Brabazon, J. Hutt (Senior Advisor to the President), J. George (General Counsel and Director of Policy)

Staff via Teams: K. Khouri (Legal Counsel), R. Beaulé (Executive Director), S. Newman (Administrative Assistant)

1. Opening of the meeting
  - Meeting was officially called to order at 12:05pm. Quorum was reached. K. Khouri reads the CAPE Statement on Harassment. K. Khouri accepts the role of Anti-harassment Resource Person for the meeting.
2. Approval of Agenda

- Be it resolved that the October 18<sup>th</sup>, 2024, agenda be approved unanimously.
3. Approval of Minutes from September 20<sup>th</sup>, 2024
- Be it resolved that the September 20<sup>th</sup>, 2024, minutes be approved unanimously.
4. CAPE policies and protocol list review and discussion
- M. Larcher had proposed amendments to J. Solomon's motion on transparency.

*S. Holmes joins the meeting.*

a) Accessibility policies

- The following policies have been created/updated:
  - Accommodation Policy
  - Accessible Member Service Policy
  - Information and Communication Policy
  - Website Accessibility Policy
  - Training and Awareness Policy
- Members bring up 'plain language'.

b) Policy progress report back

- Membership List Policy & Donation Policy have been completed.
- The Privacy Policy is set as high priority.
- The CAPE Framework for local bylaws is set as a medium priority.
- M. Hawco volunteers to work on the Code of Ethics for Elected or Appointed Officers.

## 7. Closing of meeting

The meeting was adjourned at 12:45pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on October 18<sup>th</sup>, 2024.