



Chapter Executive Board Meeting – November 3, 2020

6:00 p.m. – 8:00 p.m.

Attending: Suzanne Pescod (President), Elizabeth Bunney (Vice President), Hilary Anaka, Kerry Bezzano, Mahum Chaudhary, Phoebe Dey, Katie Fitzgerald, Elizabeth Gusnoski, Jenna Hickman, Rolando Inzunza, Jesse Ives, Hiba Kamal, Natalie LeBuick, Amanda Morris, Kylie Robertson, Angela Scoble, Summer Scott, Elizabeth Tadman-Kickham, and Megan Thorburn.

Regrets: Catherine Lee-Haney, Nicole Monoco, and Jackie Sargent.

Time	Agenda item/topic	Senior Director	Notes
6:03 p.m.	Called to order and Welcome	Suzanne	Thanked everyone who participated in the networking event.
6:07 p.m.	Review of the IABC Edmonton Intranet	Elizabeth G.	IABC Edmonton's Intranet is the only one in IABC International. A link is also in Slack. We have a Master Calendar (which requires you to subscribe). Past meeting minutes, the strategic plan, expense claim information, and an orientation package, and additional resources (e.g. mailing list, board directories).
6:14 p.m.	Pulse Checks Update, Volunteer Information	Elizabeth TK	<p>A lot of people joined the board to network and make connections.</p> <p>Pulse checks will go out every other month. Next one will be December 2020. We had 15/22 respond. Overall feeling comfortable and confident in volunteer roles. We had three action items come to light: recognition; role clarity and expectations; and email etiquette and respect (generally, people felt that 48 hours was a reasonable timeframe to respond to internal IABC emails). Also reminded us that an "out-of-office" notice is also helpful during time away.</p> <p>Also reminded directors that we have a slew of volunteers (96 of them) waiting to contribute. Please reach out to Elizabeth TK through the intranet portal, volunteer request forms, or via the Board Pulse Checks.</p>
6:26 p.m.	Membership Update	Phoebe D.	As of Oct. 28, we had 393 members, and Nov-3, we have had 413. We have exceeded our goal of retaining members by growing our membership.
6:31 p.m.	Updates from Canada-West Region (CWR)	Elizabeth B	Thanks to the 15 Dare to Lead participants! CW hosting a workshop on Governance on Nov-30th and another CWR social closer to the holidays (Nov-26th? - TBC). Edmonton was the only western region chapter that hosted an exam (Toronto also hosted). CWR is also looking to host a Speaker Series. Silver Leaf proceeding in July 2021.
6:34 p.m.	All Board: Review of Top Strategic Goals (3)	Suzanne	(1) Understanding our Membership; (2) Reimagining Programming; and (3) Communicating to/with Communicators.
6:55 p.m.	Breakout Session #1 Question for Groups "What is your portfolio and how are you	All	Each board member can touch high level on what they are doing to support members with their own portfolio. If a Director (Senior Director or Leadership) is part of a bigger portfolio please also speak to the overall work in your portfolio.



	centering the needs of members in your outcomes?"		
7:05 p.m.	All Board: Review of Roles with the Board	Suzanne	Summarized the board functions and responsibilities of the board.
7:09 p.m.	Breakout Session #2 Question for Groups "How and who do you want to work with across portfolios to make your plans successful?"	All	
7:30 p.m.	Closing Remarks and Adjournment of meeting	Suzanne	Reviewed upcoming meetings and focus for the upcoming months for the board.
7:32 p.m.	Adjournment		
7:50 p.m. – 8:30 p.m	Social Time	Everyone is invited.	If any board members would like to stay on the call and watch the election outcomes and socialize please feel free to be a part of this!