



Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5

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LICA Board of Directors Meeting LICA Boardroom and via Microsoft Teams Thursday, September 28, 2023 9:00 a.m. – 1:00 p.m.

There will be a Taco Bar Lunch provided after the meeting, as a token of our appreciation for all your work this year and to honour those who will be leaving the Board.

Time	Item	Agenda	Discussion Leader	Required Outcome
9:00	1.0	CALL TO ORDER		
	1.1	Traditional Acknowledgement	Amanda	
	1.2	Member Introductions	All	
	1.3	Vision, Mission, and Values	Amanda	
	1.4	Attendance	Amanda	For Review
9:10	1.5	Approval of Agenda 1.5.1 September 28, 2023, Board of Directors Meeting	Amanda	For Decision
9:15	1.6	Approval of Minutes 1.6.1 June 15, 2023 – Board Meeting Minutes 1.6.2 July 21, 2023 – Officer Email Motion re Policy 1.17 Revisions 1.6.3 July 26, 2023 – Officer Meeting Minutes 1.6.3.1 Motion #1: Additional AGM Guest Speaker Recommendation 1.6.3.2 Motion #2: LICA Overtime Agreement 1.6.3.3 Motion #3: LICA HR-related Policy Review 1.6.3.4 Motion #4: Employee Expense Claim Change 1.6.3.5 Motion #5: Community Garden Sign Contractor 1.6.3.6 Motion #6: Garden Landscaper Contract Addition 1.6.3.7 Motion #7: Fish Identification Workshop 1.6.3.8 Motion #8: Aquatic Invasive Species Fund grant application 1.6.3.9 Motion #9: AGM Centerpiece Recommendation 1.6.4 September 5, 2023 – Officer Email Motion re ALMS Conference 1.6.5 September 11, 2023 – Officer Email Motion re Janitorial Contract	Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda Amanda	For Decision For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification For Ratification

	2.0	IN-CAMERA SESSION		
9:35	2.1	Lakeland HR Solutions Market Assessment Results	Amanda	For Decision
	3.0	ONGOING BUSINESS		
10:35		BREAK		
10:45	3.1	Executive Director's Report	Kristina	For Information
10:55		3.1.1 LICA Annual General Meeting	Kristina	For Decision
11:05		3.1.2 2023-24 Strategic Plan Q2 Progress Report & Summary	Kristina	For Information
		3.1.3 Financial Reports		
11:05		3.1.3.1 Accounts Receivable Report to September 11, 2023	Maria	For Information
11:10		3.1.3.2 Finances to Date August 31, 2023	Maria	For Information
11:15		3.1.4 2023-24 Consolidated Budget (Approved by LISC)	Kristina	For Decision
11:25	3.2	Education and Outreach Coordinator Report	Stephanie	For Information
		3.2.1 Healthy Waters Lac La Biche KOLB Extension Request	Stephanie	For Decision
11:35	3.3	Manager of Environmental Monitoring Programs Report	Lily	For Information
11:40	3.4	Environmental Coordinator Report	Kayla	For Information
	3.5	LICA Committees		
11:45		3.5.1 Governance Committee		
		3.5.1.1 September 5, 2023, Governance Committee Minutes – DRAFT	Amanda	For Information
		3.5.1.1.1 Policy 1.2 Board Composition	Amanda	For Decision
		3.5.1.1.2 Policy 1.17 Review of Absences of Director & Committee Members	Amanda	For Decision
		3.5.1.1.3 Policy 2.7 Board and Committee Expense & Remuneration	Amanda	For Decision
		3.5.1.1.4 Policy 2.6 Records Retention & Committee Inquiry	Amanda	For Decision
		3.5.1.1.5 Policy 2.4 General Purchasing	Amanda	For Discussion
		3.5.1.1.6 Policy 2.2 Management of LICA Revenues	Amanda	For Decision
		3.5.1.1.7 Policy 2.8 Employee/Contractor Expenses	Amanda	For Decision
		3.5.1.1.8 Policy 3.3 Overtime Hours	Amanda	For Decision
		3.5.1.1.9 Policy 3.5 Employee/Contractor Salary	Amanda	For Decision
		3.5.1.1.10 Policy 3.9 Grievance Procedure	Amanda	For Decision
12:30		3.5.2 Education and Outreach (E&O) Committee		
		3.5.2.1 September 7, 2023, E&O Committee Minutes – DRAFT	Murray	For Information
		3.5.2.1.1 Motion #3: Garden Guidelines Annual Review	Murray	For Decision
		3.5.2.1.2 Motion #4: Program Discontinuation Recommendation	Murray	For Decision
	4.0	OTHER BUSINESS		
12:40	4.1	ALMS Conference Report	Colin	For Information
12:50	4.2	Volunteer Appreciation	Kristina	For Information
	5.0	ACTION LIST		
12:55	5.1	Follow-up on Action List		
		5.1.1 June 15, 2023, Board of Directors Meeting	Amanda	For Review
	6.0	UPCOMING MEETING DATES		
	6.1	Annual General Meeting – October 5, 2023 (Lac La Biche)	Amanda	For Information
	6.2	Organizational/Inaugural Board Meeting – October 19, 2023	Amanda	For Information
1:00	7.0	ADJOURNMENT	Amanda	For Decision