



Lakeland Industry and Community Association

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

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Governance Committee Meeting
LICA Boardroom and via [Microsoft Teams](#)
Thursday, December 7, 2023
1:00 p.m. - 4:00 p.m.

Item	Agenda	Discussion Leader	Required Outcome
1.0	CALL TO ORDER		
1.1	LICA Vision, Mission, and Values & Territorial Acknowledgement		For Information
1.2	Introductions	All	
1.3	Attendance Review	Kristina	For Information
1.4	Approval of Agenda 1.4.1 December 7, 2023	Kristina	For Decision
1.5	Approval of Minutes 1.5.1 September 5, 2023	Kristina	For Decision
2.0	NEW BUSINESS		
2.1	Committee Chair Appointment	Kristina	For Decision
2.2	Committee Terms of Reference Annual Review	All	For Decision
2.3	Committee Onboarding - Policy Overview 2.3.1 Policy 1.5 Decision-Making Process 2.3.2 Policy 1.12 Volunteer Hours 2.3.3 Policy 1.13 Confidentiality 2.3.4 Policy 2.7 Board and Committee Expenses and Remuneration 2.3.4.1 Expense Claim Form 2.3.4.2 Direct Deposit Option 2.3.5 Committee Member Sign-on	Kristina Kristina Kristina Kristina Kristina Kristina Kristina	For Information For Information For Signature For Information For Completion For Completion For Completion
3.0	POLICY REVIEW		
3.1	Board Assigned Policies 3.1.1 Policy 2.7 Board and Committee Expenses and Remuneration 3.1.2 NEW DRAFT- Policy 3.13 Employee Training and Professional Development 3.1.3 Policy 3.1 Employee/Contractor Annual Performance Evaluation	Kristina Kristina Kristina	For Decision For Decision For Decision
4.0	UPCOMING MEETING DATES		
4.1	Board Meeting and Christmas Lunch – December 21, 2023	Chair	For Information
4.2	Next Meeting – TBD	Chair	For Discussion
5.0	ADJOURNMENT	Chair	For Decision