



**APEX Board of Directors Meeting
Réunion du Conseil d'administration de l'APEX**

**February 19, 2019 / le 19 février 2019
Record of decisions / Compte rendu des décisions**

Present/Présent:

Michael Whittaker	Piero Narducci	Indira Persaud*	Emilio Franco
Laurie Sargent	Doug Zolinsky*	Lori Streefkerk	Daryell Nowlan*
Nicolino Frate	Johanne Bélisle*	Sheriff Abdou*	Angela Bate*
Charlotte Stewart*			

Secretariat/Secrétariat:

Michel Vermette	William (Bill) LeDuc	Maria Pagliarello	Christopher Boyle
Jennifer Clark	Zivana Pavic	Ilona Rehberg	

Regrets:

Maxime Garon	Bojana Zizic
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**Teleconference / Conférence téléphonique*

Discussion Items / Points de discussion	Decisions and follow-up / Décisions et suivi
Opening Remarks	Michael Whittaker welcomed all Board members and APEX staff, and everyone introduced themselves as part of a short roundtable.
1- Chair and CEO Updates	<p>Chair Updates:</p> <p>Michael spoke briefly about the current political environment and its potential impacts on APEX and underlined the importance of the Association being well prepared from a budget, organizational and governance perspective.</p> <p>CEO Updates:</p> <p>Michel provided updates on the Association's new web platform, the recent event held with the Clerk of the Privy Council and the status of work undertaken with respect to Talent Management, Performance Management and Economic Increases.</p>

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<p>2- For Decision</p>	
<p>a) Approval of Agenda / <i>Approbation de l'ordre du jour</i></p>	<p>The agenda was approved Motion proposed by Michael Whittaker by Franco and seconded by Nick Frate.</p>
<p>b) Board of Director's meeting minutes from October 2, 2018.</p>	<p>The minutes were approved. Motion proposed by Michael Whittaker by Lo Streefkerk and seconded by Laurie Sarg.</p>
<p>Board of Director's Planning Retreat minutes from November 8, 2018.</p>	<p>The minutes were approved. Motion proposed by Michael Whittaker, by Daryell Nowlan and seconded by Doug Zolinsky.</p>
<p>c) Resolution: Proposed Addition to APEX Membership</p>	<p>Prior to being discussed, this motion was amended to include the LG1 to LG4 levels at the Library of Parliament - in addition to the RE/RÉ 8 to 11 levels at the National Capital Commission identified in the original motion.</p>
<p></p>	<p>While the Board agreed to add these classification levels to the eligibility list for APEX membership, some questions were raised regarding their equivalency to the EX level. It was agreed that, to the degree possible, clarification would be sought from TBS-OCHRO and/or the Public Service Commission regarding the specific characteristics of these groups/levels prior to their inclusion for eligibility on the APEX website and the notification of the organizations in question of their acceptance. It was also agreed that there is no requirement to return to the Board for a subsequent approval.</p>
<p></p>	<p>The amended motion on additions to the eligibility list for APEX membership was proposed by Michael Whittaker, moved by Piero Narducci and seconded by Charlotte Stewart. The motion was approved.</p>
<p>d) Approval of the 2019-2020 Budget</p>	<p>Michel provided an overview of the APEX financial situation, including the current year-end forecast, the proposed 2019-20 revenue and expenditures and the status of the investment account. It was agreed that while the organization is currently in a sound financial position, changes to the political landscape and a reliance on the</p>

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<p>f) Volunteers for the APEX Awards Committee</p> <p>g) Approval of the Board Forward Agenda</p>	<p>Committee members, Charlotte Stewart moved and Emilio Franco seconded. The motion was approved.</p> <p>In addition to Michael Whittaker, Lori Streefkerk and Johanne Bélisle agree to participate on the APEX Awards Committee. To date, over 40 nominations have been received. The first meeting of the Committee is scheduled for early March.</p> <p>The Board Forward Agenda was approved with one slight alteration (the removal of the reference to the Awards Dinner at the 2019 Leadership Symposium.</p> <p>Motion proposed by Michael Whittaker, moved by Piero Narducci and seconded by Indira Persaud</p> <p>The next Board of Directors Meeting is tentatively scheduled for April 30, 2019.</p>
<p>3- For Discussion</p> <p>a) Governance – Role of the Past Chair and Nominating Committee Procedures</p>	<p>Michael spoke briefly about the importance of sound governance practices for the Association, including the need for effective succession planning. In an effort to facilitate this, the possibility of adding the Past Chair as a non-voting member of the Board of Directors was raised and discussed. Members were in general agreement with the concept and its potential advantages, but requested more information regarding the role of the Past Chair, more specifically as it relates to succession planning for the Chair and Executive Committee members.</p> <p>With respect to the Nominating Committee, it was agreed that given the limited scope of what currently exists by way of formal documented procedures, that additional guidance and instructions be developed, not only with respect to the identification of new Board members but in relation to the identification of assessment criteria for the renewal of existing Board members for additional terms.</p> <p>It was agreed that detailed material (including any proposed by-law amendments and detailed procedures) associated with both of these governance items would be</p>

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5- In Camera Session	



Michael Whittaker
Chair / président



Piero Narducci
Secretary / secrétaire