



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

June 25, 2019 / le 25 juin 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*

Secretariat/Sécrétariat:

Jacqueline Rigg	William (Bill) LeDuc	Maria Pagliarello	Janet Wong
Lynda Noel	Larry Menard	Ilona Rehberg	

Regrets:

Charlotte Stewart	Bojana Zizic
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**Teleconference / Conférence téléphonique*

<i>Discussion Items / Points de discussion</i>	<i>Decisions and follow-up / Décisions et suivi</i>
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 officially welcomed new APEX CEO Jacqueline Rigg to the Association and to her first Board of Directors meeting. He also informed the Board that an event would be planned in the fall with Michel Vermette to allow Board members to wish him farewell.</p> <p>CEO Updates:</p> <p>Jaqueline shared her observations on her first couple of weeks with the Association, beginning with an expression of her thanks to the team on the organization of a very successful Leadership Symposium.</p>

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	<p>She then spoke briefly about some of her short and longer term areas of focus, including an organizational refresh, undertaking strategic engagement and outreach with key stakeholders, the development of a communications strategy and a review of the Association's financial position.</p>
<p>2- For Decision</p> <p>a) Approval of Agenda / <i>Approbation de l'ordre du jour</i></p> <p>b) Board of Director's meeting minutes from April 30, 2019.</p> <p>c) Board of Director's Teleconference minutes from May 14, 2019.</p> <p>d) Approval of the Board Forward Agenda</p> <p>e) Resolution: Proposed Addition to APEX Membership</p>	<p>The agenda was approved. Motion proposed by Michael Whittaker, moved by Lori Streefkerk and seconded by Piero Narducci.</p> <p>The minutes were approved. Motion proposed by Michael Whittaker, moved by Piero Narducci and seconded by Daryell Nowlan.</p> <p>The minutes were approved. Motion proposed by Michael Whittaker, moved by Daryell Nowlan and seconded by Doug Zolinsky.</p> <p>The Board Forward Agenda was approved subject to the addition of an agenda item for the September Board meeting on the Association's Investment Account; more specifically as it relates to balance of this account and the potential use of this funding in support of activities and projects of benefit to the membership. (note: a request for this amendment was also identified in the February 19th meeting minutes)</p> <p>Motion proposed by Michael Whittaker, moved by Lori Streefkerk and seconded by Nick Frate</p> <p>Larry Menard provided a brief summary of the work undertaken with respect to eligibility requirements related to requests from organizations seeking inclusion of their occupational groups for APEX membership eligibility - leading to a motion to include occupational groups from the Senate and Office of the Auditor General of Canada.</p>

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	<p>Bill LeDuc clarified that the motion in question deals only with occupational groups from these two Departments and reminded the Board that a motion to include the occupational groups associated with Library of Parliament and National Capital Commission was previously presented and passed at the February 19th Board of Directors meeting. However, after undertaking additional research at the Board's request related to the equivalency of these classifications to the EX group (including consulting Heads of HR and reviewing terms and conditions of employment – where provided), he confirmed that the RE/RÉ 8 to 11 classifications from the National Capital Commission were approved as being eligible for APEX membership, while the Library of Parliament classifications were not.</p> <p>The motion to add the organizational classifications from the Senate and Office of the Auditor General to the eligibility list for APEX membership was proposed by Michael Whittaker, moved by Johanne Bélisle and seconded by Laurie Sargent. The motion was approved.</p>
<p>3- For Discussion</p> <p>a) Governance – Role of the Past Chair</p>	<p>Michael summarized the work completed to date with respect to establishment of a Past Chair position including the procedure developed and the required By-law changes. He also indicated that he spoke to Donna Achimov (past APEX Chair) regarding the proposed document in order to obtain her views and feedback. While in agreement with the concept, she proposed a couple of amendments to the document, including the provision of additional background and context regarding the need for, and importance of ensuring effective succession management as well as more clarity around the roles and expectations associated with the Executive Committee positions. These amendments will be incorporated into the document.</p> <p>There was some discussion about whether the role of the Past Chair was optional or obligatory, and concerns expressed around the Past Chair being fully aware of the level of commitment required and their ability and</p>

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	<p>willingness to fulfill the associated responsibilities of the position.</p> <p>While it was felt that individuals willing to undertake the role of the Chair would understand the need to provide guidance and assistance during Board transitions, particularly during the first few weeks/months after the election of new Board members and Board Executives (including a new Chair), the Board agreed that the expectation level surrounding the role, as described, could be misinterpreted. As a result, it was decided that Bill LeDuc would examine changes to the language used in the existing document with a view to clarifying the specific roles/responsibilities and commitment level associated with the duties of the Past Chair position.</p> <p>Once these changes have been completed and reviewed, the document will be brought back to the Board for final discussion and approval.</p>
<p>4- For Information</p> <p>a) Nominating Committee Report</p>	<p>Laurie Sargent, Chair of the APEX Nominating Committee, provided a brief summary of the results of the 2019 Call for Applications, which included the receipt of one application for the Quebec/Nunavut Director position and 6 applications for the 2 NCR Director positions.</p> <p>She advised that given the level, background and experience of the Quebec/Nunavut applicant, this individual would be acclaimed onto the slate of proposed candidates, while the applicants for the 2 NCR Director positions will be invited to an interview to be held between July 15th and July 31st.</p> <p>Jacqueline inquired as to the possibility of beginning the candidate reference checks in advance of the actual interviews in order to help expedite the process, and was granted permission to proceed by the Nominating Committee Chair.</p> <p>When asked by Board members about the background of the candidates who applied, Bill LeDuc provided a short</p>

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<p>b) 2019 Leadership Symposium – Post-Symposium Report</p> <p>c) CEO Monthly Report – May</p>	<p>overview of some of applicants’ characteristics, including their occupational group and level, home organization and linguistic profile.</p> <p>Some concerns were raised with respect to the diversity and inclusiveness of the future Board. It was suggested that the Nominating Committee could be tasked with the development of a comprehensive recruitment strategy to help ensure a more representative pool of potential candidates. This issue will be discussed at the Board of Directors’ annual Planning Retreat in November</p> <p>Jacqueline provided a brief report on the 2019 Leadership Symposium, including details regarding registration, survey response rates and sponsorship, all of which increased in comparison to last year. She credited the hard work of the organizing team (and Maria Pagliarello in particular) for developing a strong program of topics and speakers that was very well received by those in attendance.</p> <p>Maria Pagliarello then spoke briefly about the significance of structuring of the event around themes, the ability to present a variety of topics focused on emerging issues and new trends, the ability to effectively capture the interests of the audience, the results of the Symposium survey and how to best attract future participants.</p> <p>Given that this report was completed by the previous CEO, no formal presentation was made nor was any additional information provided.</p>
<p>The meeting was adjourned at 17:50</p>	
<p>5- In Camera Session</p>	


 Michael Whittaker
 Chair / président


 Piero Narducci
 Secretary / secrétaire

