

# **Western Regional Service Board**

## **Meeting Minutes**

### **Meeting Information:**

Date: Friday, December 1, 2017

Time: 4:20pm - 5:05pm

Place: WRWM Office, 14 Main Street

### **Present were:**

Anthony Blanchard	WRSB Member– North/South Bay of Islands
Barbara Barter	WRSB Chair – Burgeo and Area
Bernd Staeben	WRSB Member – Corner Brook
Cynthia Downey	WRSB Member – Bay St. George
Derrick Anthony	WRSB Member – Humber Valley
Eli Bishop	WRSB Member – White Bay South
Joseph Reid	WRSB Member - Long Range
Josh Carey	WRSB Member – Corner Brook
Melvin Keeping	WRSB Member – Southwest Coast
Peter Fenwick	WRSB Member – Bay St. George
Jason King	CAO, WRSB
Pauline Anderson	Executive Assistant, WRWM

### **Missing with Apologies:**

Roger Barrett	WRSB Member – Western Hills
---------------	-----------------------------

## Call to Order

The meeting was called to order by WRSB Chair Barbara Barter at 4:20pm with quorum.

### 1. Additions and Deletions to the Agenda

None

### 2. Approval & Adoption Minutes from previous WRSB Meetings

None

### 3. New Business

#### a) Media Consultant Update

This position is a three-month contract position that was advertised earlier this fall. The position called for an audit of public relations items and developing a Marketing and Communications Plan for WRWM. All applications were reviewed by a WRWM and WRSB joint hiring committee with assistance in screening from the MMSB. Three final candidates were interviewed with Libby Carew Communications & Public Relations being the successful candidate. Libby Carew has completed the audit portion of the contract and is currently working on a Marketing and Communications plan which will aid in getting the WRWM/WRSB message out in 2018.

There are two sections of Media items:

- i. Media of Board and their Message – Libby Developing
- ii. Media to households – MMSB Developing

This board will be reviewing the plan she develops and will make decisions regarding its implementation.

Libby will be in attendance at the January 4, 2018 WRSB meeting to give an update and to meet the board members.

#### b) Board Governance

##### i Chair (RSB Act Review)

The board reviewed, discussed and **rescinded** the following motion:

**17-0427-03:** *Eli Bishop motioned the WRSB recommends that the position of WRSB Chairperson be decided based on qualifications first and residency second. A member of the board meeting the qualifications and residency requirements would be given first consideration for the position. Should the situation arise that there are no board members interested or qualified for the position, consideration would then be open to outside candidates meeting the qualifications and residency criteria. Motion was seconded by Leona Gillette. All eight board members present at today's meeting (A Blanchard, B Barter, B Burton, E Bishop, J Reid, L Gillette, R Cormier and R Barrett) were in favour with none contra minded. Motion was carried.*

**Motion 17-1201B-01:** Eli Bishop moved to rescind motion 17-0424-03. Motion was seconded by Bernd Staeben. All ten board members present (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, J Carey, M Keeping, P Fenwick) were in favour with none contra minded. Motion was carried.

The intent of the motion should specify the chair being within the Western Region.

**Motion 17-1201B-02:** Eli Bishop moved that members of a board shall, by resolution, elect a chairperson from among the members of the board or from outside the board within the Western Region. Motion was seconded by Anthony Blanchard. All ten board members present (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, J Carey, M Keeping, P Fenwick) were in favour with none contra minded. Motion was carried.

It was decided a Chair needs a nominator and a seconder. We will conduct nominations (and seconders) via email. The WRWM office will email out the procedure by Monday, December 4th with a Friday, December 8th deadline date for nominations. The Election for Chair will be held at the January 4, 2018 WRSB meeting.

ii **Vice-Chair**

Nominations and election for Vice-chair will take place at the January 4, 2018 WRSB meeting.

iii **Committees**

The new Chair and Vice-Chair will look at the four committees and the preferences given by the board members after the January 4, 2018 WRSB meeting. The WRWM office will email board members the list of committees and their new members once finalized.

**4. Correspondence**

Vaughn Hammond CFIB Response Letter from the WRSB - The drafted response was approved by the board. The WRWM office will send the letter on Monday.

**5. Other**

Board members were asked to forward all 2017 travel claims to the office prior to the end of 2017.

**6. Confirm next WRSB meeting dates:**

Additional WRSB Meeting: January 4, 2018

Regular WRSB Meeting: January 25, 2018

**7. Adjournment**

**Motion 17-1201B-03:** Josh Carey motion to adjourn the meeting. All ten board members present (A Blanchard, B Barter, B Staeben, C Downey, D Anthony, E Bishop, J Reid, J Carey, M Keeping, P Fenwick) were in favour with none contra minded. Motion was carried.