

Final - Approved June 13, 2012

Executive Committee Meeting Minutes

November 15, 2011 (teleconference) - 9:00am PST

ATTENDEES:

- Executive Committee: James Goldstene (Chair), Robert Noel de Tilly (Vice Chair), Tim Lesiuk (Secretary), Jean-Yves Benoit (Treasurer)
- Other Directors: James Mack, Michael Gibbs (alternate for Matthew Rodriguez)
- Other Invited Participants: Bob Fletcher, Mark Wenzel, Chris Crook (joined the call at the Executive Director search discussion), Jessica Verhagen (left the call at the Executive Director search discussion), Jim Whitestone, Myra Hewitt, Patrick Cummins, Lydia Dobrovlny

Chair James Goldstene convened the meeting.

1. Debrief on Release of Listserv Notice

The Committee reviewed coverage and reactions to the listserv notice announcing the formation of WCI, Inc. which was released on Thursday, November 10. Directors reported there was very limited reaction from stakeholders and the media to the announcement.

2. Executive Director Search

Patrick Cummins provided an update on the Executive Director search. An updated position description has been distributed. The position will be announced via the listserv and posted to the WCI, Inc. website on Friday, November 18. The closing date for applications will be December 15. The Committee tentatively plans to conduct interviews during the January meeting in California.

DECISIONS:

- Committee members will provide final edits by close of business on November 16.
- Staff will work with Quebec to have the posting announcement translated into French.
- Staff will send the final version of the position description for review by Cliff Case.
- The Committee will discuss next steps on a future call, including evaluation criteria screening process.

3. Confirm Jan 10-12 Meeting in San Francisco

General discussion about upcoming WCI, Inc. meeting in San Francisco, and dates and location options for upcoming face-to-face meetings.

4. Executive Committee Process and Procedures

The Committee discussed the approach for conducting all WCI, Inc. standing committees (Executive, Finance, and Audit Committees):

- Agendas will be prepared for each meeting.
- Minutes will be prepared and approved.
- All decisions will be made by unanimous consent of all members of the Committee.

This proposed approach is for Executive Committee Meetings only; Board meetings will follow the quorum and voting requirements as described in the By-laws.

DECISION:

- The Committee agreed to follow the proposed approach for Executive Committee Meetings.

5. November 3 Board Meeting Follow-up

The Committee received an update on the status of follow-up items from the November 3 Board meeting. As decided at the November 8 meeting, Patrick Cummins will keep a file of all original WCI, Inc. documents until the WCI, Inc. office is established, and also make copies of said documents and mail to Tim Lesiuk who will maintain a file of duplicate records in BC.

DECISIONS:

- Committee members will sign their conflict disclosure forms and mail the originals to Patrick Cummins as soon as possible.
- Tim Lesiuk will mail the signed copy of the By-laws to Patrick Cummins.

6. Finance Committee – Getting Started

The Committee received an update on activities to convene the Finance Committee.

Members of the Finance Committee agreed to hold a first meeting on Tuesday, November 22.

Members are collecting information about filing requirements that need to be completed in each of the jurisdictions.

7. Review First Draft of WCI, Inc. Next Steps

Staff will keep the WCI Inc. Next Steps document updated to use as a guide for what needs to be accomplished by the Committee over the next few weeks.

8. Identify Items for Next Week's Call

The Committee will confirm January meeting logistics and discuss next steps for the Executive Director search.

The meeting adjourned at 10:00am PST

Next meeting: Tuesday, November 22, 2011 at 9:00am PST