

MEETING MINUTES

Meeting:	MNGA GOVERNANCE COMMITTEE		
Date of Meeting:	November 28, 2024	Time:	5:30 PM
Minutes Prepared By:	Nicole Ludwig	Location:	Microsoft Teams

ATTENDEES

Participating Members:

David Allard, Region 3
 Caitlin Bird, Region 1
 Patrick Harriott, MNBC Board
 Travis Jobin, Region 4
 Jamie-Lee Keith, MYBC
 Dawn McConnell, Region 6
 Peggy Olanski, Region 7
 Marlene Swears, Region 5
 Pixie Wells, Region 2, Chair

Participating Staff:

Nicole Ludwig, Governance Manager

Guests:

Tristan Engen, Senior Information and Data Manager
 Felix Ikem, Director, Information Management and Information Technology
 Soroush Keyvanjah, Senior Information Technology Operations Manager
 Brent Weberg, Chief Operating Officer

Regrets:

Mia Yule, MWBC

Note: The agenda was varied by unanimous consent throughout the meeting. The minutes are recorded in the order listed on the agenda. Items added to the agenda at the meeting are at the end of these minutes.

1. Welcome

Pixie Wells welcomed everyone to the meeting and Peggy Olanski provided opening good words.

2. Adoption of Meeting Agenda

MOTION:

MOVED: Jamie-Lee Keith

SECONDED: Travis Jobin

RESOLVED:

THAT the agenda of the November 28, 2024, MNGA Governance Committee meeting be approved as presented.

CARRIED UNANIMOUSLY

3. Adoption of Meeting Minutes

MOTION:

MOVED: Dawn McConnell

SECONDED: Jamie-Lee Keith

RESOLVED:

THAT the minutes of the October 24, 2024, MNGA Governance Committee meeting be approved as presented.

ADOPTED BY UNANIMOUS CONSENT

4. Chartered Community Data Sharing Agreement

Brent Weberg, Chief Operating Officer, provided an overview of the proposed Chartered Community Data Sharing Agreement (presentation attached as Appendix A to these minutes)

In discussion, members noted:

- Would like to see better communication about MNBC program participants who might need extra support from their Chartered Communities;
- General support; ensure support for communities through training;
- Whether this will extend to third-party services such as PayPal, Survey Monkey, ConstantContact, etc.
- Make sure this agreement connects to the Chartered Community Agreement in an appropriate way;
- Potentially an opt-out clause if a Community is not ready to assume the responsibilities; possibly make it a progressive scale;
- Explore protections for agreement signatories in regard to reasonableness if there is a breach;
- Need for clarity on how and where data is stored, who has access, and ensuring everyone with access knows how and when they can access information;
- Clarify what can be done on existing Community emails and what can be done on MNBC emails.

In response, Mr. Weberg and Felix Ikem, Director of Information Management and Information Technology (IMIT), provided the following additional information:

- This agreement is a doorway to having more fulsome conversations between MNBC and Chartered Communities;
- It is important to have communications flow through MNBC email addresses for security and continuity;
- Staff are investigating internal and external training opportunities so that MNBC Staff can provide training to Chartered Communities and their staff;
 - Staff are investigating the possibility of providing additional emails to Communities.

Note: during discussion on this matter, Mr. Allard and Ms. Keith left the meeting at 6:01 PM.

5. January 2025 Meeting

MOTION:

MOVED: Caitlin Bird

SECONDED: Patrick Harriott

RESOLVED:

THAT the MNGA Governance Committee meeting scheduled for January 23, 2025, be cancelled, and replaced with a two-day in person meeting to be held January 25 and 26, 2025.

ADOPTED BY UNANIMOUS CONSENT

6. January 2025 Agenda

Members agreed that the main discussion should be the Chartered Community Agreement, with the following related matters under this larger umbrella:

- Dispute resolution mechanism;
- Information Sharing;

Members also noted the following:

- Start with a synopsis of where they left off around the discussion of a Community of Communities;
- Review the parts of the agreement that are responsibility of MNBC, Chartered Communities, and identify the parts that are negotiable;
- Bring a question to their communities before the in person meeting to identify the foundational, non-negotiable matters.

Ms. Ludwig agreed to circulate the summary chart of the previous discussion.

7. Adjournment

MOTION:

MOVED: Travis Jobin

SECONDED: Peggy Olanski

RESOLVED:

THAT the meeting adjourn.

CARRIED UNANIMOUSLY

The meeting adjourned at 6:30 pm.

2025 Chair Schedule:

Month	Chair
January	David Allard
February	Caitlin Bird
March	Patrick Harriott
April	Travis Jobin
May	Jamie-Lee Keith
June	Dawn McConnell
July	Peggy Olanski
August	Marlene Swears
September	Pixie Wells
October	Mia Yule
November	David Allard