



**Minutes of the Meeting of the  
Board of Governors  
Thursday, August 22, 2019  
6:00-9:00 p.m.  
Conservatory, Room 15  
APPROVED June 29, 2019**

Present: John Murray, Olga Milosevich, Diana Rutherford), Jack Bennet, Mark Laing, Chris McCulloch, Will Webster (chair), Kurt MacLeod (by phone)

Regrets: Lynn, Rob

1. The meeting was called to order by the Chair at 6:10 p.m.
2. The Chair offered to serve as Secretary pro tem to take the minutes of the meeting.
3. Privacy Policy. Chris introduced Carla Heggie who had been engaged about 3 years ago to start work on a privacy policy for the conservatory. For various reasons the policy was not fully implemented, and the current Board agreed to ask her to prepare an update with an implementation and training plan. Carla reminded all that we are required by law to have and to observe a privacy policy, and to have a Privacy Officer to respond to complaints and breaches of the policy.

After considerable discussion, it was MOVED (Mark, Olga) that the Board approves in principle the appointment of Carla Heggie as the Privacy Officer, subject to her preparing estimates of the on-going costs on a project by project basis. CARRIED. Carla will be asked to start with the costs of preparing and delivering privacy training programs for the Board, teachers and staff.

It was MOVED (Chris, Olga) that the Board approves the proposed Privacy Policy, version 1.1. CARRIED.

It was MOVED (Kurt, Chris) that the Board approve the “Wording for Privacy Statements/Notices”, dated August 16, 2019, circulated with the agenda. CARRIED.

#### 4. Approval of Minutes

1. Meeting of August 15, 2019. It was MOVED (Mark, Kurt) that the minutes be approved. CARRIED with a minor revision to be included in the final Approved version.
2. Meeting of August 19, 2019. It was MOVED (Mark, Chris) that the minutes be approved. CARRIED.

#### 5. Additional Business Arising from the Minutes

1. Priorities for Policy Development. It was AGREED that in addition to the privacy policy, the Conservatory should make as a priority the completion of a Respectful Behaviour/Space policy, Financial policies, a policy for Winding Up, and a Dispute Resolution Policy. These are in a fairly advanced form and it should not take long for them to come to the Board for consideration. However, it was AGREED that in light of the current demands on the Board, it may be some months before this work can be undertaken in earnest.
2. Proposal from Andrea Arbic. After a brief discussion, it was MOVED (Mark, Olga) that the proposals from Andrea Arbic and Kourash Rad be tabled for the time being, and that Ms. Arbic and Mr. Rad be thanked for preparing their proposals and be informed that as the Conservatory is currently dealing with governance issues, it is now premature for the Conservatory to start into the kind of work each is proposing. CARRIED. The Chair will write to each.

#### 6. New Business

1. Conservatory budget. John started the discussion by reviewing the relevant terms of the Sheila Piercey will. Kurt then proceeded to review the proposed budget for the year, noting the uncertainty related to tuition and donation revenue. It was agreed that until the numbers are firmer and it becomes clearer if we will have sufficient resources to cover our costs as we have in the past, we should not commit to allocating Conservatory resources to the masonry work or indeed to other discretionary operational areas. It was MOVED (Kurt, Chris) that the Board approve the budget for fiscal year ending 2020. CARRIED.
2. Strategic Planning. The Board reviewed the draft Strategic Directions document prepared by Jack and Diana. The goal is to have a final document ready for late September.
3. Review of Handbooks. The Deans will do their best to bring together the two handbooks with respect to content and style before the September 5 meeting with the teachers.
4. Possible future wording of by-laws. Will presented a marked-up version of current by-laws to indicate the changes he believes will be required to implement the Interim Board concept as outlined in the most recent letter (August 19, 2019) to the Faculty Association. If the

FA accepts our proposal for the Interim Board, these by-law changes could be made at the next meeting on August 29, 2019.

5. Search for replacement Board members. The possible by-law changes required to implement an Interim Board specifies 7 Board members from the community. The Board discussed having a search now for one or two people who could, if a current Board member were to resign, fill in the vacancy on short notice.
  7. Other Business. Diana reminded the Board of the dance performance at 4:30 p.m. on Friday.
  8. In camera session. The staff left the meeting and the Board moved to an in camera discussion on personnel issues.
  9. Adjournment. Meeting adjourned at 9:20 p.m.
- NEXT MEETING: Thursday, August 29, 2019 at 6:00 p.m.