



## Provincial Employees Community Services Fund

### Board of Directors Meeting Minutes (revised)

**Date:** June 21, 2010  
**Time:** 12:30 PM – 2:30 PM  
**Location:** BCPSA Executive Boardroom, 810 Blanshard St. Victoria  
**Board:** Lynda Tarras (Chair), Doug Caul, Dean Skinner, Larry Pedersen, Gord Demers  
**Guests:** Ken Forman (facilitator)

Agenda Item	Discussion/Decisions	Action Items
1. Agenda Review/Approval Minutes of Previous Mtg	<ul style="list-style-type: none"><li>• There were no additions to the agenda.</li><li>• The minutes from the previous meeting were approved.</li></ul>	
2. Board Composition	<ul style="list-style-type: none"><li>• The Board acknowledged the retirement and departure of Larry Pedersen and thanked him for his contributions to the Board and to PECSF.</li><li>• Lynda Tarras announced that Rob Lapper will be joining the PECSF Board.</li></ul>	
3. Update on PECSF 2010 Campaign Strategy	<ul style="list-style-type: none"><li>• Frances Gorman gave an update to the Board on the strategies for the upcoming 2010 PECSF campaign.<ul style="list-style-type: none"><li>➤ Leveraging Microsoft collaboration tools such as Live Meeting and Sharepoint. Participating in the Collaboration and Adoption project sponsored by the Office of the Chief Information Officer and Microsoft.</li><li>➤ Developing and maintaining crucial partnerships within the PSA and other ministries as a means of promoting PECSF and using internal government services to lower administration costs.</li></ul></li></ul>	

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	<ul style="list-style-type: none"> <li>➤ Setting targets and monitoring and reporting results</li> <li>➤ Empowering volunteers</li> <li>➤ Effective communication</li> </ul> <ul style="list-style-type: none"> <li>• Larry Pedersen noted that sometimes events only have BCGEU representation and recommended that all unions and the Excluded Employees Association be invited to all events.</li> </ul>	
4. Discussion of Board Role in Annual Campaign Strategy	<ul style="list-style-type: none"> <li>• The Board noted the good strategic points in developing the annual campaign as noted in the presentation from Frances Gorman.</li> <li>• The Board discussed what role they could play in the annual campaign strategy.</li> </ul> <p style="text-align: center;"><b>Decision</b></p> <ul style="list-style-type: none"> <li>• The Board decided that they can play a positive role in the campaign strategy by: <ul style="list-style-type: none"> <li>➤ Using their collective experience to offer strategic guidance</li> <li>➤ Mobilizing additional resources</li> <li>➤ Networking with other executives to promote the campaign</li> <li>➤ Playing a more visible role in campaign events</li> </ul> </li> </ul>	
5. Honourary Chair Roles and Responsibilities	<ul style="list-style-type: none"> <li>• The Board reviewed the discussion paper on the role of the Honourary Chair including the job description provided by PECSF staff.</li> <li>• The Board discussed the responsibilities of the Honourary Chair and his/her relationship with the Board.</li> </ul> <p style="text-align: center;"><b>Decision</b></p> <ul style="list-style-type: none"> <li>• The Board endorsed the current model of an annual Honourary Chair and Vice Chair and the current duties and expectations of the roles.</li> <li>• The Board determined that the Honourary Chair does not have an official role in setting PECSF policies.</li> <li>• The Board would like to assist the Honourary Chair in campaign strategy by making him/her an ex-officio member of the Board.</li> </ul>	

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6. Regional Committee Roles and Responsibilities	<ul style="list-style-type: none"> <li>• The Board reviewed the discussion paper on the Requirements for Regional Committee Operations and the Terms of Reference for Regional Committees provided by PECSF staff.</li> <li>• In their oversight role, the Board discussed whether to implement any changes to the regional committee operations, membership criteria, or charity selection criteria.</li> <li>• The Board affirmed the importance of a consistent process across all regions.</li> <li>• The Board acknowledged the importance of the regional committees in the success of PECSF.</li> <li>• The Board deferred any decision on this matter pending the collection of the following information. <ul style="list-style-type: none"> <li>➤ Who are the members of each regional committee?</li> <li>➤ What are the qualifications for participation in a regional committee?</li> <li>➤ What criteria and process are currently used by committees to determine which charities are funded and the allocation percentage?</li> <li>➤ Are there any suggestions from the regional committees on changes to the selection criteria and/or allocation process?</li> <li>➤ Are there any suggestions from the regional committees or PECSF staff on encouraging the establishment of committees in regions without one.</li> <li>➤ Do PECSF staff confirm the eligibility of the charities in regional pools that have no committee?</li> </ul> </li> </ul>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>• Ken to work with PECSF staff to obtain information to present to the Board at the October meeting.</li> </ul>
7. To Do List for Future Agenda Items	<ul style="list-style-type: none"> <li>• The Board reviewed the To-Do list for future agenda items and asked that the Fundraising Decision and the Updates to PECSF Website topics be ready for the July meeting.</li> </ul>	
8. Next Meeting	Tuesday July 27, 2010 9:00AM	