

Part II The following portion of **November 19, 2024**, minutes were prepared by Suzanne De Froy

7. New Business – In CAMERA - Motions followed discussion

- (a) Hiring Executive Director
- (b) Executive Director's Retirement

(a) Hiring Executive Director

i) **Motion** to accept the **job description** report for the incoming Executive Director as presented by ad-hoc committee comprised of Joanne King, Alix Khadafer, and Suzanne De Froy

Moved by: Suzanne De Froy Seconded by: Marcus Niessen Vote: Unanimous approval

ii) **Motion** to accept Rachel Olsen's application for the Executive Director position as per the approved job description

Moved by: Alex Carson Seconded by: Danielle Ferri Vote: Unanimous approval

iii) **Motion** to offer Rachel Olsen the position of Executive Director as per the approved job description

Moved by: Danielle Ferri Seconded by: Sarah Pender Vote: Unanimous approval

Action – Joanne will follow-up - November 20th, 2024

8. Adjournment 8:00 p.m.

Follow-up Business – E-motions

Rachel Olsen accepted the offer for the position of Executive Director for BIAWE after the in-camera meeting ended. Based on our discussions for a smooth transition, the following motions were presented to the Board of Directors through the president's email and a vote was taken:

iv) **Motion** that Rachel Olsen would commence the Executive Director's position on December 1, 2024

Moved by: Theresa Wunder Seconded by: Marcus Niessen **Passed**

If you have not already done so - please email your vote and I will track your response

Theresa Wunder <Theresa@wunderobrienlaw.com>,	yes
Marcus Niessen <mniessen@cogeco.ca>,	yes
Alex C <ancarson29@gmail.com>,	yes
Sara Pender <sarapender@gmail.com>,	yes
Danielle Ferri <danielleferri111@gmail.com>,	yes
Alix Khanafer <ak@iaidcare.com>,	yes
Ann Marie Keough <akeough@cogeco.net>,	yes
Suzanne De Froy < <u>suzanne.defroy@gmail.com</u> >	yes

V) **Motion:** to remove Anna Jurak as a signing authority and add Rachel Olsen as the incoming Executive Director and add and the appointed Vice President, Alex Carson as the additional signing authority.

Moved by Sarah Pender Seconded by Theresa Ducharme Wunder

Theresa Wunder <Theresa@wunderobrienlaw.com>,	yes
Marcus Niessen <mniessen@cogeco.ca>,	yes
Sara Pender <sarapender@gmail.com>,	yes
Alix Khanafer <ak@iaidcare.com>,	yes
Ann Marie Keough <akeough@cogeco.net>,	yes
Lauren Fields <laurenfields2512@gmail.com	yes
Suzanne De Froy <suzanne.defroy@gmail.com>	yes

Passed

b) Executive Director's Retirement

Motion to approve Anna Jurak's vacation pay, pursuant to retirement date of December 31st, 2024, and resignation letter dated September 26th, 2024, as per the General Ledger report prepared by the bookkeeper

Moved by: Theresa Wunder Seconded by: Marcus Niessen Vote: Unanimous

Discussion: Request made that retirement letter will include a provision for all historical data and documents related to BIAWE be given to Joanne and that knowledge of BIAWE continue to remain confidential.

Action – Joanne will take care of the request