

Date:	Thursday May 14, 2020
Time:	7:30 pm-9:30 pm
Location:	Teleconference - touch base during COVID -19
Chair:	Kelly McCrae
Timekeeper:	Cathie Gillespie
Minutes:	Cathie Gillespie
Attachments:	
Attendees:	Aimee Lococo-Sarabura, Scott Hunter, Cathie Gillespie, Kelly McCrae, Christy McConachie, Mike Barbour
Regrets:	Trevor Cowan
Purpose:	BTSC board meeting - touch base during COVID-19
Process:	Team discussion and decision making per agenda
Outcome:	Clarity and alignment on priorities and actions

Proposed Agenda Items

1. Approve the agenda and declaration of conflicts (All)
2. Review and approval of minutes from April 30, 2020
3. No committee reports
4. New Items for discussion:
 - a. Workshare updates/plan
 - b. Staffing Plan (Layoffs)
 - c. Budget Scenarios

Agenda Results and Minutes

1. Approve the Agenda and Declaration of Conflicts (All)		
Motion:	To accept the agenda and declaration of conflicts	
Moved by:	Kelly McCrae	
Seconded by:	Scott Hunter	
Carried:	All in favour	
Minutes:		

2. Review and approval of minutes from April 30, 2020		
Motion:	To approve the minutes as written for April 30,2020	
Moved by:	Kelly McCrae	
Seconded by:	Cathie Gillespie	
Carried	All in favour	

3.Workshare update / next steps		20 mins
Motion:		
Moved by:		
Seconded by:		
Carried:		

Hans and Casey have both agreed and sent in their signed WS agreements. Sue and Aimee have completed the WS paperwork and are ready to submit the application. Deadline for submission is tomorrow. Sue is required to submit a weekly report once the program begins June 1st. Board to review the task list for summer duties prior to sharing with Hans and Casey.	
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4. Staffing Plan (layoffs)		15 mins
Motion:		
Moved by:		
Seconded by:		
Carried:		
Communication plan formulated with		

5. Budget Scenarios		10 mins
Motion:		
Moved by:		
Seconded by:		
Carried:		
To be deferred until the next meeting. Mike and Trevor get templates from Aimee.		

6. Motion to adjourn		10ins
Motion:	Motion to adjourn	
Moved by:	Kelly Mccrae	
Seconded by:	Christy McConachie,	
Carried:	All in favour	
Minutes:		

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