



**HOSTELLING INTERNATIONAL**  
*Pacific Mountain Region*

**True North Hostelling Association  
O/A Hostelling International –  
Canada – Pacific Mountain Region**

**BOARD OF DIRECTORS  
MEETING MINUTES**

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**DATE & TIME:** Friday 12 September to Sunday 14 September, 2014

**PLACE:** Friday - 8.15am to 9.00am at HI Calgary  
Friday - 9.00am to 12.30pm at Kahanoff Centre, Calgary  
Saturday – 8.45am to 12:00pm at HI Banff  
Saturday – 2.30pm to 4:00pm at HI Lake Louise  
Sunday - 8.30am to 2pm at HI Banff

<b>PRESENT:</b>	James Wyatt	Chair
	Jason Demers	1 <sup>st</sup> Vice Chair
	Betty LaFave	2 <sup>nd</sup> Vice Chair
	Charles Brown	Director
	Narmin Hassam-Clark	Director
	Michael Shui	Director
	Meghan Trepanier	Director

**REGRETS:**

**GUESTS:**

**STAFF:** Alistair McLean CEO (Friday & Saturday AM Only)

**RECORDER:** Alistair McLean CEO

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1. **HI-Calgary Reopening**
2. **Call to order**
  - Meeting called to order at 9:45am
  - N. Hassam-Clark and M. Trepanier participated in the meeting on-line for portions of Saturday and Sunday.
3. **Appointment of Board Officers for True North**
  - A. McLean advised the need to appoint officers for the Board.
  - A. McLean requested nominations for the Chair. James Wyatt was the only nomination received after three requests. James Wyatt accepted the nomination and was declared Chair.
  - A. McLean requested nominations for First Vice-Chair. Jason Demers was the only nomination received after three requests. Jason Demers accepted the nomination and was declared First Vice-Chair.

- A. McLean requested nominations for Second Vice-Chair. Betty LaFave was the only nomination received after three requests. Betty LaFave accepted the nomination and was declared Second Vice-Chair.
- 4. Review of Weekend Agenda (D)**
  - A. McLean reviewed the weekend agenda
- 5. Moving Forward - Communications Expectations**
  - J. Wyatt reviewed the needs and requirements of communication and job responsibilities for the year.
  - We need open communication where everyone is comfortable
  - J. Wyatt asked that if an issue that cannot be solved or discussed in one email, a telephone call may be preferable.
  - We need to improve on our response time to requests. If busy and possible please send a quick note to say you will get back within a few days.
- 6. SAHA Board Meeting & AGM**
  - Meetings were held just prior to the Retreat starting
- 7. HI-BC Board Meeting**
  - Meeting was held just before the start of the Retreat meeting.
- 8. HI-NA Board Meeting & AGM**
  - Meetings were tabled due to quorum.
- 9. Board Calendar & Its Purpose**
  - J. Demers reviewed future dates
  - Board agreed to the following dates
    - January 31/February 01 in Vancouver
    - March 28/29 and April 11/12 tentatively in Whistler
    - May 23/24 in Edmonton
  - Board has agreed to move the October board meeting from Edmonton to HI-Kananaskis.
- 10. Expense Claims**
  - A. McLean reviewed the expense claim form and the need to submit claims as soon as possible after each meeting.
- 11. Brian Kelly - Board Gift**
  - A. McLean directed everyone to the report on different options for discussion purposes.
  - After a lengthy discussion it was agreed by the Board that at some later date to be agreed upon to dedicate a portion of the new HI-Jasper hostel after Brian

Kelly. There will also be a plaque mounted in the hostel and a copy of the plaque presented to Brian's family.

- A. McLean provided the Board with an update on his recent meeting in Vancouver with Pat Kelly, Brian's brother.

**12. Joint Board Education Session**

- The Board joined the HI-Canada National Board for a one hour joint education session on HI-PM Region's monitoring, dashboard and Strategic map.

**13. BoardPaq & GoToMeeting Software Review**

- A. McLean did a quick update on recent revisions to Boardpaq and reminded everyone the need to reply yes or no to attending meetings when the boardpaq notice comes out.
- No discussion on gotomeeting.

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**Saturday September 13, 2014**

**Meeting 8:45am to 12:00pm at HI-Banff**

**Meeting 2:30pm to 4:00pm at HI-Lake Louise**

**14. New HI-Jasper Update**

- A. McLean presented the drawings of the new HI-Jasper to the Board.
- A. McLean advised these drawings have been presented to Parks Canada in late August.
- Several questions asked re design, sound proofing and timelines.
- A. McLean advised this design is currently out being costed and due back in early October.
- A. McLean to provide an update at the October Board meeting.

**15. HI-Canada & Regional Governance Models**

- J. Wyatt provided an update on the different types of governance and structures of the four regions and the HI-Canada Board.
- Discussion around inviting HI-Prairie Region President to tour October or February Board meeting.
- Discussion around the recent CED roles and responsibilities meeting.

**16. Review of Meet Up Power point**

- J. Wyatt did a short run through of the power point shown at Ownership Linkage sessions.

**18. Overview of Our Hostels**

-Due to time limitations A. McLean did a very short overview and answered any specific queries.

**19. Ends - start of Initial Review**

- There was a preliminary discussion around the Ends in preparation for the October Board meeting.

- Discussion around End 1.1.1
  - Should be striving for new affiliates
  - Sustain network of affiliates
  - Currently in 31 of 39 targeted locations
  - Re-word focus on sustaining & growing network
- Discussion around End 1.1.2
  - Urban hostels & international destinations
  - Interpretation requested of these destinations
- Discussion around End 1.1.3
  - 45% target of wilderness hostels - bar is currently set high intentionally
  - Push this end to Governance Committee
  - Examine measures of usage of these hostels including percentage
  - Look at interpretation of "usage" including "wilderness experience"
  - Affirm wilderness hostels are an important part to PM Region
  - We want to see these hostels utilized
  - Strive to make continuous progress in increased utilization on an annual basis
  - Bring back to the Board at the October board meeting
- Discussion around End 1.2.2
  - Keep it as is
  - Ask for interpretation
  - What is Alistair doing about other groups: families, seniors, ethnic groups, clubs...?

**20. Joint Board Meeting with NEB**

- The Board joined the HI-Canada Board at HI-Lake Louise to hold a 2 hour joint meeting.
- There was an update on the IYHF Thailand Conference.
- Discussion around the newly adopted IYHF Values.
- Review the outcome and action items from the Halifax Conference in June 2014.
- Breakout session on how:
  1. How do you implement the adopted core values in our federation and sustain a stronger federation in the future?

2. What are the challenges and obstacles to implementation?
3. What are the opportunities for the federation and how do we move them forward?

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**Sunday September 14, 2014**

**Meeting at 8:30am to 2:00pm at HI-Banff**

**21. Review of Joint Meeting & BBQ with NEB**

- Short discussion around the joint education session and later on the Saturday the joint board meeting. Everyone felt both sessions were very productive and positive.

**22. Draft Board Education Plan 2014-15**

- Discussion around board education plan for the upcoming year.
- M. Shui to develop a mind map of the HI-PM "Policy Manual" and provide an overview at the next board meeting
- C. Brown and B. LaFave to review The role of the Strategic Plan in a Board Governance Model. Can we have a better view of the process regarding development of and approval of the Strategic Plan. Can we have an education session about the Strategic Plan? Tentatively planned for the October Board Meeting at HI-Kananaskis. (J. Demers)
- B. Lafave proposed possible topics with respect to R. Cryder doing a session on the structure of the operations team and S. Sy doing a session on the future of hostelling (marketing) at the February Board meeting in Vancouver.

JasonD: Education Session at October Board Meeting about the Strategic Plan

**23. 2014-15 Board Buddies**

- It was decided after a short discussion that there would be the following board buddies
  - J. Demers and M. Trepanier
  - C. Brown and M. Shui
  - B. LaFave and N. Hassam- Clark
  - J. Wyatt will be everyone's buddy

**24. Overview of Committees & 2014-15 Assignments**

- Each of the five board committee's terms of reference were reviewed.
- After discussion the 2014/15 Board Committees are

**Audit Committee** - B. LaFave (chair), M. Shui and N. Hassam-Clark

**CEO Relations Committee** - J. Wyatt (chair), B. LaFave, J. Demers and C. Brown

**Governance Committee** - J. Demers (chair), J. Wyatt, M. Shui and M. Trepanier

**Ownership Linkage Committee** - N. Hassam-Clark (chair), M. Trepanier, C. Brown and J. Wyatt

**Nominations Committee** - M. Trepanier (Chair), J. Demers, M. Shui, and J. Wyatt

- HI-C National Board committee work by our Board members is by open invitation.
- J. Wyatt reminded the Board about their responsibilities to communicate properly and effectively within the agreed upon deadlines. Everyone is to use all the different communication tools at their disposal, including telephone calls where possible for discussions.
- Board members to advise the Board Chair when they are away for work or vacation.

## **25. Board Goals**

- Improved communication by all board members
  - Proceed with Ownership Linkage plan and improve our linkage efforts
  - Better reporting and monitoring
  - Constant review and reflection of board and continued growth
  - Continue to learn about our region
  - Recruitment of new board candidates
- J. Wyatt requested board members to review board policy manual for the October board meeting.

## **26. Search for New Board Members**

- Discussion around the need for the board member search for next year.
- J. Wyatt stated the need to constantly be assessing our strengths and weaknesses and should prepare a chart this year.
- C. Brown mentioned regional representation, skills needed, commitment to HI and the gender/age demographic.
- C. Brown also stated the Nominations Committee needs to start their process earlier. We need to look at ways the committee communicates to the members.

## **28. Financial Statement Run Through**

- B. LaFave did a short review with the Board of the July 31, 2014 YTD financial results.

**29. Parking Lot Items & Weekend Review**

- Board Terms
- Contingency Plan
- Board Strength/weakness chart for Nominations Committee

**30. Adjournment**

- Meeting was adjourned at 1:15pm MDT Sunday September 14, 2014

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**Chair**

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**Secretary**