



**Meeting of the Executive Committee
DRAFT MINUTES**

Wednesday, 20 December 2017, 14:30 Eastern Time, Teleconference

Committee members in attendance

Thérèse Bergeron-Hopson, Vice Chair
George Macey, Vice Chair
Emilio Rigato, Treasurer
Brian Tucker, Secretary
Charles Cirtwill, President & CEO (non-voting)

1. Confirmation of Acting Chair

EC2017-001 *The Executive Committee hereby appoints Therese Bergeron Hopson Acting Chair pending the appointment by the Board of a successor to Martin Bayer.*

Moved by: George Macey

Seconded by: Emilio Rigato

Carried.

2. Confirmation of structure for proposed January in-person gathering

It was decided that the January Board gathering would be in two parts. The first will be a Board Retreat to review the past several months and to discuss any needed changes going forward. The second would be an in person Board meeting.

3. Discussion of process required to fill board vacancies and vacant executive position

Charles outlined for the Executive the bylaw requirements for the Board to nominate directors to replace Michael Atkins and Martin Bayer, and the process for the Board to appoint a new Chair.

4. Agenda for half day session?

It was agreed that the Board Retreat would be divided into two parts. The first being a presentation by Therese of a summary of the events of the past few months followed by a discussion by the Board of those events. The second will be a presentation by Emilio Rigato of suggested responses by NPI going forward and a discussion by the Board of those proposals.



5. Confirmation of needed external resources, if any for the January Meetings

It was agreed that no external experts would be asked to attend the January meetings.

6. Confirmation of the where and the who for the January Board sessions

It was decided that the January Board gathering will be held in Thunder Bay to coincide with a planning session of key staff who will be invited to join the Board as appropriate over the course of the half day gathering.

7. Other issues

None

8. Adjourn meeting

EC2017-002 *The Executive Committee hereby adjourns the meeting.*

Moved by: Emilio Rigato.

Seconded by: Brian Tucker.

Carried.

Meeting adjourned at 15:36 Eastern Time.