**Canadian Institute of Management  
In-Camera session Minutes**

# ***Tuesday, March 14, 2023***

## 

In-camera session called to order at 5:08 PM Mountain Time on Tuesday, March 14, 2023 by Bob Fisher.

***Roll Call:***

Robert Fisher, C.I.M., C.Mgr.

Valerie Gundersen, C.I.M., C.Mgr.

Elizabeth Wood, C.Mgr.

Regrets:

Steve Lupky, C.Mgr.

***Minutes recorded by:*** Valerie Gundersen C.Mgr.

1. Call to order 5:08 Mountain Time

2. Bob wanted to discuss succession planning. Currently there is no continuity or succession plan in place for Jennifer and Matthew’s roles. If there were to be any reason either person were to leave CIM, we would not be able to carry on business without a great deal of issues.

Liz agreed that we have to have a BCRP business continuity & recovery plan that would include contacts, passwords, manuals (procedural and operations), and frameworks. This will alleviate the current lack of transparency.

We will need to have a conversation with Matt and Jen to ensure passwords, contacts, website info, etc. are accessible to at least President and Vice President, and possibly to all of the Executive.

To open the conversation, we decided that an email to Matt, Jen and Deb suggesting our the concerns would be the best starting point, with an invitation to discuss in an open forum with the Executive.

Liz will take the first draft of this email as it ties in with work she’s recently been doing, and will send it to the rest of the Executive to review.

3. Matt’s contract coming up in May 2024. His existing contract is in the Executive section on the web. Revenues that increase will impact his wages. Bob will do a formal review this coming May.

We should advertise for the role before it does come up for renewal in 2024 instead of just automatic renewal. We may only advertise internally within the organization, but it needs to be advertised to avoid further impression of impropriety or favouritism. There were implications that the CEO role was handed to Matt and not advertised when he was appointed.

Advertising should also be done for other internal roles, Jen’s, Deb’s, and Anela’s for the same reason. We will convey this to Matt as well, although we recognize that the hiring decisions of staff are up to him.

Meeting adjourned 5:25 MT.by Bob Fisher.

***Minutes submitted by:*** Valerie Gundersen

Approved by:

Robert Fisher, C.I.M., C.Mgr. Valerie Gundersen, C.I.M., C.Mgr.   
President & Chair Secretary