

MEETING OF THE BOARD OF DIRECTORS

MINUTES

THURSDAY, MARCH 11, 2021

4:45 P.M. TO 6 P.M. (MST)

LOCATION: VIDEO CONFERENCE

BOARD MEMBERS PRESENT:

Scott Hutcheson, Chair
 Anne McLellan, Vice-Chair
 Bob Dhillon, Member
 Dr. Chen Fong, Member
 Ashif Mawji, Member
 Janet Riopel, Member

MANAGEMENT / ADVISORS / GUESTS PRESENT:

Kate White, Deputy Minister of Jobs, Economy & Innovation
 David Knight Legg, CEO
 Ron Hoffmann, COO
 Michael Matishak, CFO
 Andrew Fisher, Director of Corporate Affairs & Communications
 Rob Seidel, Legal Counsel

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1. Call to Order

- Board Chair called the meeting to order at 4:45 p.m., with 100% quorum at the meeting.

2. Introduction

- Chair provided opening remarks, and discussed adding a section to the agenda as “Other Business”.

MOTION 1:

The Board accepts the Agenda in the meeting package with an added section of “Other Business”.

- *Motion passed unanimously.*

3. Disclosure

- Each Board Member declared whether they had a conflict of interest, real or perceived, based on the business to be conducted at the board meeting.
- Plan to have legal counsel present at a future board meeting on the matter of handling conflicts as they arise, the proactive methodology in place, and maintaining the public trust.

4. Board Minutes

- Board reviewed the prior meeting minutes.

MOTION 2:

The Board accepts the board minutes for the February 11, 2021 meeting as presented in the meeting package.

- *Motion passed unanimously.*

5. HR Policy Presentation

- CEO presented the draft business plan performance metrics, current and future state organizational charts, Alberta International Office organizational chart, and hiring approach.
- CFO reviewed how the budget aligns with the organizational charts and hiring plan the CEO presented.
- CEO highlighted the business plan and strategic plan will be presented at the following board meeting.
- Question on how many direct reports the CEO has under the existing and proposed structure.
- Member raised the matter of staff having no bonuses, and had a discussion on how staff performance is measured and evaluated.
 - Formal process to be provided to the board of directors.
- Member raised a question on how the Corporation is building its culture, notably with the international office network.
 - The onboarding is highly tailored and highly specific to the individuals the Corporation is hiring.
- Discussion on the process of the board requesting the staffing levels from government, and the reporting done through the government’s budget planning process.

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MOTION 3:

That the Board approves the IAC's headquarters staffing plan and organizational chart, requiring a total of 36-40 FTEs to be completed over the next 12 to 24 months.

Motion passed unanimously.

MOTION 4:

That the Board approves the IAC's international staffing plans and organizational chart, requiring a total of 55-60 FTEs to be completed over the next 12 to 24 months.

Motion passed unanimously.

- The draft HR Manual provided in the board package was for information only and will be reviewed by the Governance, Board Development and Human Resources Committee (with any changes redlined).

6. Other business

- Member raised the matter of the technology community in Edmonton feeling there not as strong of a focus on the region.
- Some of the members were present for a session with Edmonton companies which provided a forum for discussion on how the Edmonton region can be better supported them and finding ways move forward together.
- CEO offered to meet with Edmonton technology and advance these types of discussions to be a catalyst of growth for the region.
- Highlighted on the importance of company retention, and the need to show value of the organization to the companies that are already here.

7. In Camera Session with the CEO

- The Board Chair called for the Board to meet in camera with the CEO.

8. In Camera Session

- The Chair called for the Board to meet in camera.

9. Call to adjourn

- The Chair called for the meeting to adjourn at 6 p.m.

This document has been revised to reflect the correct date on the digital version.

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ACTION ITEMS FROM MARCH 11, 2021 BOARD MEETING

Note: Action items listed below have been added to the consolidated list of Board and Board Committee actions, maintained by Management. The numbering sequence noted below follows that of the consolidated list. Grey shading indicates an item has been completed and is considered closed.

No.	ACTION ITEM	LEAD	DESCRIPTION	STATUS	DUE DATE
FROM BOARD MEETING MARCH 11					
9	PERFORMANCE EVALUATION PLAN FOR STAFF	CEO	CEO TO PROVIDE GOVERNANCE, HR COMMITTEE WITH PERFORMANCE EVALUATION PLAN FOR REVIEW	UNDERWAY	

OUTSTANDING ACTION ITEMS

No.	ACTION ITEM	LEAD	DESCRIPTION	STATUS	DUE DATE
FROM PRIOR BOARD MEETINGS					
6	BOARD REMUNERATION	COO	ENGAGE THE CFO TO LOOK INTO THE OPTIONS OF BOARD REMUNERATION APPLIED TO ADVANCE IAC MANDATE.	UNDERWAY	
7	CODE OF CONDUCT CLARIFICATION	COO	SEEK CLARITY AROUND FINANCIAL CONTRIBUTION AND FUNDRAISING FOR POLITICAL PARTY AND MUNICIPAL CAMPAIGNS	UNDERWAY	
8	TRAVEL ALBERTA IN-KIND CONTRIBUTION	CEO	CEO TO EXPLORE SUPPORT FROM AND POTENTIAL COLLABORATION WITH TRAVEL ALBERTA ON THE ALPINE CANADA PARTNERSHIP.	UNDERWAY	

COMPLETED ACTION ITEMS

No.	ACTION ITEM	LEAD	DESCRIPTION	STATUS	DUE DATE
FROM PRIOR BOARD MEETINGS					
1	BOARD MEMBERS DISCLOSURES AND CONFLICT OF INTERESTS	LEGAL COUNSEL	ROB WILL FOLLOW UP WITH EACH OF THE BOARD MEMBERS INDIVIDUALLY.	COMPLETED	
2	BANKING DOCUMENTS	COO	BANKING DOCUMENTS REVIEWED BY LEGAL, SIGNED BY THE BOARD MEMBERS, AND SENT TO CIBC TO OPEN THE ACCOUNT.	COMPLETED	
4	INVESTMENT PROJECT SHEET	COO	PROVIDE THE BOARD WITH UPDATES ON THE PROJECTS THE AGENCY'S EFFORTS ARE FOCUSED ON	COMPLETED	

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5	BOARD COMMITTEE EXTERNAL MEMBER HONORARIUM	COO	EXPLORE THE OPTION OF PAYING AN HONORARIA TO THE EXTERNAL MEMBER WHO IS JOINING THE AUDIT & FINANCE COMMITTEE.	COMPLETED	
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