



TO-DO:

1. Minutes for yesterday's meeting with Douglas Semple (due today and sent to all attendees by EOD)
2. Minutes for yesterday's management meeting regarding year-end spending and our travel "blitz" as it relates to Douglas's project (due today and sent to all managers by EOD)
3. A virtual invite for 2 pm this Friday for all managers as a follow up to yesterday's meeting (due today by EOD)
4. **Toronto Management training follow up:**
  - a. Minutes for the report (due Feb. 2)
  - b. List of to-do's that came from the management training (due Feb. 2)
  - c. Report for the results of the management training to be included in the next board report (due Feb. 9)
5. **Prep for upcoming board meeting, Feb. 22**
  - a. Send a reminder email to directors for their reports for the binders (deadline for them to submit is Feb. 9)
  - b. Binders for board meeting (to be ready by Feb 16<sup>th</sup>)
  - c. Logistics of next board meeting (food/catering, meeting invites, is location determined?) (Please follow up before Feb. 9)
6. **Scheduling of executive directors interviews**
  - a. Please work with Liberty and HR to schedule these **ASAP**