

St. James Town Family Literacy Services

Board Meeting

Dec 3 2013 (6:00- 8:00)

Held at Cranberries Restaurant

In Attendance: Margaret Coshan, Chris Hallett, Dianna Jiang, Sandy Macpherson, Doug Fisher, Beth Fairley, Shabana Sohail

Regrets: All in attendance

Minutes: Recorded by Shabana Sohail

Agenda Item:

1. Call the meeting to order

Chair opened the meeting and welcome the participants, the agenda was reviewed and on a motion by Beth and seconded by Dianna was approved.

2. Review and approval of the last meeting minutes

The minutes of the previous meeting were reviewed. Beth suggested to bold and to list the decisions of the meeting at the end of the minutes. On a motion by Beth and seconded by Doug the minutes were approved.

3. Review of board member job descriptions

The Board job descriptions were reviewed. There was extensive discussion concerning financial positions and control, it was also agreed that at the later date a board member with the assistant of staff would develop appropriate policy to safe guard the assists of the organizations. Dianna suggested that Secretary and Treasurer should be separate jobs. Doug made a motion, seconded by Sandy, that these descriptions would be designated as interim job descriptions, that the position of secretary/treasurer would be split into two positions that the executive director would provide at the next meeting the philosophy and vision to provide context for these positions.

4. Election/nomination of board member

Chris made the motion to elect the following board of directors Dianna, Sandy, Doug, Beth.

5. Nomination of officers (chair, secretary/ treasurer)

On a motion made by Dianna and seconded by Doug, Chris was elected as a Board Chair. The decision to elect the secretary and treasurer was deferred to the next meeting.

6. Continuation of employment of executive director

The Chair noted that through the board process the position and responsibility of executive director will be changing so proposed that Margaret continue as the executive director as presently defined until these changes takes place; the motion was made by Beth and seconded by Doug.

7. Review of operations

Margaret reviewed all the CMT programs.

8. Overview of financial position

Chris discussed the financial status of CMT and how finances are being managed

9. Board development:

- a. Organization membership strategy and information campaign
- b. Nominating committee(future meeting)
- c. Board member qualifications

There was a general discussion concerning the results of advocacy as they relate to Community Matters and staff, it was agreed that the next meeting Margaret will provide information for discussion.

Margaret will work with some Community Assistants and bring to the board some new membership strategies. A motion to direct Margaret to this was made by Doug and seconded by Sandy.

The Meeting was adjourned at 8 p.m.

Approved by the Board at a meeting of the Board of Directors held on February 18th 2014

Board Chair

Secretary to the Board

