

St. James TOWN Family Literacy Services

Minutes of the Board Meeting

Held on Sep 29, 2015 (6:00-9:00 p.m.)

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

Minutes Recorded by Shabana Sohail

1. Call the meeting in order:

The chair opened the meeting and welcomed the participants, the agenda was reviewed.

2. Review and approved of the last meeting minutes

The minutes of the previous meeting were reviewed.

Motion: on a motion by Beth and seconded by Dianna the minutes were approved unanimously.

3. Review and approved of agenda

Motion: on the motion by Sandy, seconded by Dianna and moved by Beth, the agenda of the meeting were reviewed and approved by the board members.

4: CMT UPDATE:

Margaret and Chris gave update to the board about Community Matters

High lights of the update included

- Sandy requested update on incident report of swimming program.
- In the month of September we have 500 participants enrolled in all program and 100 revisited from last month.
- We have new space in 240 building, we are using for the healthy living program, outdoor space is also being used for exercise and gardening.
- We updated our program schedule for August, also posted on the website.
- Margaret introduced our new neighbourhood guide, she is willing to introduce to BIA too.
- We have added Food Share as a new partner for our Healthy Living program
- Chris also showed CMT Facebook to the board member, also explain the purpose of the Facebook that we post weekly health message one of the Artist is managing Facebook.
- Margaret mention about health planner data base, and working on changing behaviour management.
- CMT is hiring new Swimming instructor for January session, Margaret also mention the struggle to find quality life, she requested board member to help.
- We recently received an award from High Five for our dance competition.
- Margaret also mention in the near future we will start dental assessment for the community,

- We are working with Public Health and we have four foreign train dentist who can work in the Dental Assessment program.
- PHAC Funding officers are very pleased with our idea of training foreign trained professionals and involve them into community work related to their field.
- Chris also gave report on financials.
- Sandy mention it's hard to compare interim statement and Balance sheet because of different format and names, so he suggested to use the same format for both statement.
- Beth requested a comparison sheet of financials of last year and this year so we can see the difference.
- We have submitted funding request to help Syrian refugees and new immigrants.
- Doug will connect Margaret to find a trainer to train people to fundraise.
- Margaret updated board on multipurpose court plan.
- Toronto garden club and Margaret are working on beautification of tennis court.
- Maple leaf gave \$65,000 to renew tennis court.

Board Development:

Nominating committee

- Annual meeting to elect new board member will be in March.
- Nominating committee should write a job description for the nominees.
- Dianna and Doug want to be in a nominating committee.
- Nomination meeting will be on the 8 of Dec.

Motion: on the motion by Sandy, seconded by Beth and moved by Dianna Nominating committee was named to include Doug and Dianna.

4. Meeting Adjournment

Motion: On a Motion by Dianna, seconded by Beth and carried unanimously the meeting was adjourned

