

St. James Town Family Literacy Services

Minutes of the Board Meeting

Held April 15, 2014 (6:00- 8:00)

Held at Community Matters Toronto

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

Regrets: All in attendance

Minutes: Recorded by Shabana Sohail

1. Call the meeting to order

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

MOTION: On the motion by Dianna and seconded by Sandy the agenda was approved. Motion approved unanimously.

2. Review and approval of the last meeting minutes

The minutes of the previous meeting were reviewed

Board suggested membership will be discuss in the next meeting.

Dianna requested minutes should be forwarded within two weeks, others just wanted two or three days ahead. It was agreed to circulate twice to accommodate everyone.

MOTION: On a motion by Beth and seconded by Dianna the minutes, amended to reflect that the membership discussion will take place at the meeting following discussion on financial policies, were approved unanimously.

3. Financial Policy Presentation

Mariam and Galina presented the draft financial policy document.

Beth requested discussion and asked for feedback about financial policies. It was suggested that if everything was not covered in a meeting we will follow up later with questions in writing. The general discussion and questions which followed covered the issues of designated and undesignated funds and the responsibility of the board in such areas. The discussion also reviewed policies regarding funder relations and the issuing of receipts for income tax purposes. There was extensive discussion about cash distribution and receipt submission and keeping on hand cash safe.

It was decided that the board would review the document and bring questions to the next meeting.

MOTION: A motion made by Chris and seconded by Beth thanked Mariam, Galina and Matt for the effort put into producing the financial policy document.

Motion carried unanimously

4. Nomination of officers (Treasurer, Secretary)

Beth reviewed job descriptions of secretary and treasurer

Job descriptions for secretary and treasurer with amendments for wording corrections will be presented in the next board meeting by Beth.

After discussing it was agreed that a 6 member of board was adequate and it was agreed that to board will work towards consensus to avoid a spilt vote.

MOTION: On the motion by Doug and seconded by Beth the amended job description of secretary was approved motion approved unanimously.

MOTION: On the motion by Sandy and seconded by Doug Shabana was nominated as a Secretary. Motion approved unanimously.

5. Review of operations:

Margaret provided a review of operations which included the following points

- An update on operations and upcoming funding.
- Status and criteria of PHAC grant that we are in a process of receiving.
- Information on existing programs that are related to this grant were also provided.
- We have a group of 30 foreign trained health professionals, 8 health professionals had training and 5 of them signed volunteer agreement to work on health passports and they are also getting training on advocacy.
- Sandy suggested we should have a plan for media release ready if we get this PHAC grant.
- If we get approved for PHAC grant we have to raise money to match those funds. We have \$25000 a year from private donor, and \$25000 form land lord as well as an in kind commitment from Self care Catalysts valued at \$ 50,000 per year
- There is a discussion about expansion of job club to help health professionals to find jobs outside of this community.
- Board will look for potential health professionals to support foreign trained health professionals.
- We are in the process of renting 240 space for our programs.
- Community assistants will get a training on to use technology to work on new apps related to healthy living programs.
- Arab Ladies Canadian Association health professionals are working with us.
- There is also a discussion about staffing to work on new grant, Chris mention we will be signing more volunteers and possibly staff through invest in neighbourhood.

- Beth suggested that PHAC grant application should be bring to board to read to get the sense of funding.

6. Financial Review

Chris provided an update on the financial status of the organization including cash balances, financial projections and fund raising status. It was proposed and agreed that future financial presentations would include a 12 month rolling forecast.

Adjournment:

MOTION: On the motion by Dianna and seconded by Beth the meeting adjournment was approved unanimously.