

ST. JAMES TOWN FAMILY LITERACY SERVICES

Operating as

COMMUNITY MATTERS TORONTO

Minutes of Board of Directors Meeting

Held on

At 6:00 p.m.

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

Regrets: All in attendance

1. Welcome and Introductions

The Board Chair opened the meeting and welcomed the participants and thanked them for their agreement to participate as members of the Interim Board.

Each member introduced themselves.

2. Review and Discussion of Governance Process

The package of board information distributed to members was reviewed. There was a general discussion identifying the need to review and update the organization's Board practices and the process which has been undertaken resulting with the first meeting of the Interim Board of Directors.

Beth Fairley addressed the literature review she had performed and generally outlined the Best Practices which the organization wishes to adapt with the guidance of the Interim Board.

Of primary concern is the development of a membership structure which will ensure the election of a Board of Directors which continues to reflect the values, operating principles and organizational purpose established by the founders.

Margaret Coshan provided a brief history of the organization, its operating principles and values, the services provided and its evolution over the first ten years.

There was a brief review of the organizations financial position.

It was noted that the organization's insurance coverage includes Directors liability. A complete summary of the organizations insurance coverage was distributed.

There was a general discussion on the above items.

3. Invitation to Participate

The Interim Board of Directors will carry the standard obligations of a Not for Profit Board, will review and suggest amendments to the existing organizational By-Law,

ensure all legal By-Laws are in place, and review and provide guidance with respect to the Best Practices which the Board wished to adopt.

The participants were invited to put their names forward as board members. There was a discussion of the need for transparency in the actions of the Board including inviting community members to observe the Board meetings and to post Board Minutes publicly on the Community Matters web site/

There was agreement to this suggestion

4. Next Meeting

The next meeting will be held on December 2, 2013 at 6 p.m.at Cranberries Restaurant

5. Close of Meeting

The meeting was adjourned at 8 p.m.

Approved:

Secretary

Chair