

St. James Town Family Literacy Services

Minutes of the Board Meeting

Held on July 7, 2015 (6:00- 9:10 p.m.)

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

Minutes: Recorded by Shabana Sohail and Beth

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 Sandy the minute were approved unanimously.

3: Review and approval of agenda

MOTION: on the motion by Dough, seconded by Beth and moved by Sandy, 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

Highlights of the update included

- Number of people served and the number of programs and services that Community Matters provides has increased. Approximately 500 people come to Community Matters in a month.
- Margaret updated board about success that we are having since January related to funding, and projects (herb garden, floor mural, wall mural, community garden, food share bus, and fair for community).
- We have successful English café that is run by volunteer.
- We have served hundred and twenty five community members for free income tax filing.
- Our regular programs finish in June and we have uploaded our summer program schedule on Facebook.
- Community Matters has many volunteers and now we want to recognize there work through volunteer management.
- This year we are more focused on quality assurance, for that purpose two people are getting training and working on evaluation process.
- We are using media to transfer knowledge to community, since January we are using social media to promote health and wellness messages and five to six agencies are sharing our posts.
- We have linked Facebook page, app and our health directory together, so people can manage their goals through these resources.

- Raised over \$ 265,000 from private funding sources; G. H. Wood \$ 200,000, Maple Leaf Sports and Entertainment \$65,000 as well as the garden club and others funded.
- Margaret updated about development on Howard Street.
- Chris provided information as to the revitalized sports court and presented a draft agreement proposed by Maple Leaf Sports and Entertainment addressing responsibility for court construction and management.
- Beth requested to see the contract of the grant, to analyse how we can use the money.
- Beth suggested to ask community interest and their preferences about using the tennis court and do some surveys, to help get this project going.
- Health planner can help in this as community needs health related interest..

Aquatics:

Margaret noted that charges relating to inappropriate behaviour have been laid against a former Community Matters program Lifeguard. She noted that the incident has been discussed with participants, parents and staff. No further information related to this issue was raised through these discussions.

We have reviewed our policies and procedures of police check and safety issues.

- Beth suggested in future board should be informed right away.
- Board had an extensive discussion on policies and how to handle these type of situations.
- Board suggested to review the elements we have discussed during discussion and take appropriate action.
- Beth suggested to provide letter to participants and community to inform.
- We should write a policy as to how to engage community during incidents like that.
- Write Critical incident report.
- Board suggested re-examine and review who we have talked to and document everything.
- Review the elements we have talked about.

5. Financial Review

a. 2014 Financial statements and Audit

- The Financial audit for 2014 was reviewed by the board.
 - For 2014, the cash amount is lower due to the change in the way funders pay CMT; now it is more frequent for funds to be received after work is delivered rather than in advance.
 - The net asset surplus has continued to decline year over year, this is due in part to the Public Health grant preparation, HR and organizational management training, and

promoting the arts. There are one-time fiscal expenses not anticipated for 2015. For 2015, the financial plan includes increasing cash reserves.

- Total wages and honorariums have increased in 2014.
 - CMT contributes CPP and EI for all staff. Every staff member also receives vacation time as part of their compensation. The compensation structure does not include health benefits.
- The board identified minor amendments to the audit:
 - Correct Ministry of Tourism, Culture and Sport on pages 6 and 12
- The “Additional funds received” title is being revised to “Additional funding committed”.

MOTION: to approve the audit with the stated amendments was raised by Doug, seconded by Diana and approved by all.

- The board reviewed the draft contribution agreement with CMT, MLSE and G&S Group of Companies.
- The board agreed that private contracts must come to the board, a lawyer be engaged and board approval received before the organization enters into the agreement.
- For government grants and contracts, these are to be shared with the board via email.
- With respect to the draft contribution agreement between CMT, MLSE and G&S Group of Companies regarding the multi-purpose court, the following motion was presented by Sandy, seconded by Beth and approved by all:

MOTION: The board does not approve this document at this time in its current form; the board encourages the Chair to explore the document further, subject to legal opinion, and to report back to the board in an appropriate manner.

6. Regular Board Meeting Dates

Discussed the dates and preferences for the dates to fix upcoming meeting.

7. Board Membership

- Margaret presented the membership document which is attached to these minutes.
- Next meeting we will decide nominating committee.

MOTION: Adjournment: The meeting was closed by a motion to adjourn, presented by Chris, approved by Doug, seconded by Sandy and approved by all.