

St. James Town Family Literacy Services

Board meeting

September 27 2016 (6:00-8:00 pm)

Held at Community Matters Toronto

in attendance: Margaret Coshan, Chris Hallett, Sandy Macpherson, Shabana Sohail, Doug Fisher, Surabhi Khare, Dr Nicodeme Mugisho (on phone).

Minutes Recorded by Shabana Sohail

1. Call the meeting to order

The chair Chris Hallett opened the meeting and welcomed the board members.

2. Review and Approved of Agenda

The agenda was reviewed by the board members and approved unanimously.

3. Review and approval of the last meeting minutes

- Suggestion that Chair name should be included in the minutes.
- Board agreement should be noted on items that are discussed and do not require a mention
- List of documents that are given in the meeting should be attached to the minutes.
- Annual meeting title should be mentioned on the minutes.
- Minutes of the board meeting should be posted on the CMT website.

Motion: to approve the amendments of the last meeting made by Doug and seconded by Sandy

4. CMT Update:

a. CMT Story:

Margaret noted that we had written a document as the basis for Community Matters called Oases of Decency in 2004. Over the summer, Margaret wrote and update to the story from 2004 to 2016 with the input of Program Leads Coordinators. She noted that this story is acts as knowledge transfer to other interested parties and show cases what work we have been doing.

The link to this story is on our website. A copy of this story is also been sent to all of our partners and funders.

Doug suggested that we send the story with a cover letter to Pam's office, the local newspapers, churches, and to Christin Wong Tam

b. Program and Service Dash Board:

As our programs develop and grow we are maintaining our program plan documentation which now includes bench marks, best practice reviews, program templates and strategic plans for all the programs.

5. Resource Generation:

- Margaret updated board about jobs, volunteers, and Co-op, and small business.
- CMT is trying to help community members to set up their own small business, by involving participants in workshops and training we offer to help them with business.
- CMT is been trying to involve more volunteers in each program
- Funders are very keen about volunteer involvement so CMT needs to organize ourselves differently demonstrating the effective use of volunteers as a significant program resource

6. Support for Syrian Refugees:

Chris updated board members about Syrian project, CMT sponsored 28 Syrian families so far. Board commented that Syrian project is well run and deserving project.

7. Financial Report Template:

Financial report template finalize by the board to present in January meeting.

8. Appointment of the Officers:

Margaret will be the Executive Director and compensation for the executive director will be decide in the next meeting

Motion: Motion by Dough Seconded by Sandy and moved by Surabhi to approved for the executive director.

9. Other Items:

- Treasurer will be elected by the board in the next board meeting.
- Next board meeting will be in January 2017
- Doug suggested Chair and treasurer should be announced in the annual meeting.

10. Adjournment:

On the Motion by Doug seconded by Sandy and Surabhi and Carried unanimously the meeting was adjourned.