

St. James Town Family Literacy Services

Minutes of the Board Meeting

Held February 18, 2014 (6:00- 8:00)

Held at Cranberries Restaurant

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

Regrets: All in attendance

Minutes: Recorded by Shabana Sohail

1. Call the meeting to order

The chair opened the meeting and welcome the participants, the agenda was reviewed

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

2. Review and approval of the last meeting minutes

The minutes of the previous meeting were reviewed

MOTION: On a motion by Sandy and seconded by Beth the minutes were approved.
Motion approved unanimously.

3. Nomination of officers (Treasurer, Secretary)

The possibility of splitting the positions of Secretary and Treasurer was raised.

There was extensive discussion concerning financial and signing responsibility in particular concerning Dianna's involvement in Community Matters as a Trustee for her own organization. The Board was satisfied that there were no material issues that would prevent Dianna from fulfilling her responsibility as Treasurer.

MOTION: On a motion made by Beth and seconded by Doug, Dianna was elected as a treasurer. Motion approved unanimously.

As a treasurer Dianna will report any financial issues at each meeting. The report will be prepared with the help of Chris, Beth and other Community Assistants.

Doug made a suggestion to elect Sandy as a signing officer.

The position of Secretary will be discussed at the next meeting. Beth and Chris will bring a job description for secretary in the next meeting with proposals for a nomination to this position.

4. Review of operations

Margaret's review included the following points:

- A discussion of the elements of the Community Matters Strategic Plan in particular that all the Community Assistants, within 3 to 5 months of joining receive training and orientation which includes circle training. And an introduction to the **Oasis of Decency** which is the guiding document of Community Matters.
- We have 6 strong partners, Margaret mention all the partners their coalitions.
- We are developing our Neighbours Helping Neighbours strategy.
- Program leads are working on three best practice in each of their programs.
- All Community Assistants have their program goals and working goals that are reviewed by Chris and Margaret every 3 to 5 months.

Beth suggested that one of the CA should present in the meeting their goals and there progress toward these goals. It was agreed to present this at a future meeting.

5. Review of financial position

Chris provided an update on the organizations financial position reviewing the current cash position, forecasts and fund raising process and status. There was extensive discussion as Board Members sought clarification on various issues. Based on these discussions the following motions were made

MOTION: On a motion made by Chris and seconded by Doug, Heather Wilberforce was removed as a Signing Officer. Motion approved unanimously.

MOTION: On a motion made by Sandy and seconded by Beth, Doug Fisher was nominated as a signing officer. Motion approved unanimously.

Doug requested a copies of the financial statements be sent to each Board Member and that there should be the opportunity to review them at the next meeting.

Beth requested that the detailed organization's forecast be sent to the Board Members at that it be reviewed at the next meeting

Margaret discussed the healthy living project and new funding. Doug requested that the Executive Summary of that project be emailed to the Board Members

6. Board development

There was general discussion by Margaret concerning progress on defining the organizations Membership and by Beth on the development of Financial Procedures. It was agreed that both membership and Financial Procedures would be presented at the next Board Meeting

7. Adjournment

MOTION: On a motion by Sandy and seconded by Doug the meeting was adjourned. Motion approved unanimously.