

**Meeting of the Board of Directors**  
**of**  
**St. James Town Family Literacy Services**  
**January 31 2017 (6:30-8:00 pm)**  
**Held at Community Matters Toronto**

**In attendance: Margaret Coshan, Chris Hallett, Sandy Macpherson, Shabana Sohail, Doug Fisher, Surabhi Khare, Dr Nicodeme Mugisho, Beth Fairley, Vishal Reddy**

**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 approval of Agenda**

The agenda was reviewed by the board members

**MOTION**

On a **MOTION** made by Doug and seconded by Nicodeme and carried unanimously the meeting agenda was approved.

**3. Approve of previous minutes**

The Minutes of the meeting of the Board of Directors held on September 27, 2016 were reviewed and discussed.

**MOTION**

On a **MOTION** made by Beth, seconded by Surabhi and carried unanimously the minutes of the Board of Directors held of September 27, 2016 were approved

**4. Appointment of the treasurer:**

Chris briefly explained the duties of the Treasurer of St. James Town Family Literacy Services and past history of the position.

After a general discussion, it was agreed that Doug Fisher would be the most appropriate candidate for the position.

**MOTION**

On a **MOTION** made by Nicodeme, seconded by Sandy and carried unanimously Doug Fisher was appointed Treasurer of St. James Town Family Literacy Services.

Doug spoke to the Board outlining what his approach will be to the position. He will outline the expectations of the Treasurer in more detail at the next Board Meeting.

**5. Financial update:**

- Board have looked at the financial report and shows concern that we are over spending than the budget.
- Doug will make the change in the financial report as the Board suggested and present a revised template at a future meeting.
- Doug will check some other organizations' form of financial report.

**MOTION**

On a MOTION by Doug, seconded by Nicodeme and approved unanimously the financial report was approved.

**6. Refugee Project Update:**

Chris updated the Board on the refugee project and how we are managing the funds on deposit. Each application has a separate identifiable deposit account.

Doug suggested we write a report on the refugee project including how much money we have received, and how many family members under application.

**7. Revenue Generation Project Update**

Vishal presented and summary of the Revenue Generation Project being undertaken by some Board members.

There was general discussion, comments and suggestions. The Board wished noted in the minutes the appreciation for the work Vishal in particular has put into this project.

**8. Operations update:**

- Margaret updated board for the upcoming programs and new funding that we have received for Canada 150 totaling just over \$ 20,000
- CMT received \$ 8000 from Scotland through the St. Andrews Society to expand the Food Share project.

Prior to the Board motion to approve the funding received Beth noted a conflict of interest with the Canada 150 grant and noted she would therefore not be participating in the vote.

**MOTION**

On a MOTION made by Doug, seconded by Vishal and approved unanimously the funding was accepted

**Adjournment:**

**MOTION**

On the motion by Shabana, seconded by Surabhi and carried unanimously the meeting was adjourned.

