

St. James Town Family Literacy Services

Board meeting

March 29 2017 (7:00 -8:00 pm)

Held at Community Matters Toronto

In attendance: Margaret Coshan, Chris Hallett, Sandy Macpherson, Shabana Sohail, Doug Fisher,

Dr Nicodeme Mugisho

Beth, Vishal by phone

Regrets: Surabhi Khare

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 the Agenda

The agenda was reviewed by the board members and on a **MOTION** by Dr. Nicodeme and seconded by Shabana the agenda was approved

3. Approval of the minutes:

Sandy and Dough requested detailed minutes of the meeting

Sandy moved the **MOTION** to approve the minutes of the meeting, Seconded by Dr Nicodeme all in favour.

4. Status of Audit

Chris has submitted all the financial reports to Allen, due to intensive reporting on refugee applications and financials Allen was not able to finish the Audit summary, Chris will invite Allen to the next board meeting to summarize the Audit report.

5. Format for Annual Meeting

- Board had a discussion on the annual meeting planning.
- Every board member is excited to have community consultation and community engagement in the annual board meeting.
- Margaret explained the Tamarak model that teaches how to inform, consult, involve, collaborate and empower the community to get their feedback and to keep community on board. By using this model we can consult community establishing needs and determining what is lacking with a view to improve the life in St. James Town.
- AGM is the best platform to consult the community, all board members put their input and suggested few open ended questions that we can ask community members.
- Chris suggested we need to set the goal as to what we want to achieve through annual meeting.
- This annual meeting we will be celebrating Canada 150, we will use our Canada 150 grant in part to fund the event.
- Mural project can be showcase in the AGM
- Doug suggested to keep the record of the planning of those events to send to the funders.

- Dr. Nicodeme suggested we should also ask questions related to the sustainability of the organization from the community.
- Board suggested we should inform community through social media, emails and contact existing members and participants of the program as they have right to vote in the AGM.
- Members should bring their members ID if they want to vote.
- Board members will participate and present at the stations where we will consult and ask questions to the community members.
- Refugee status and the work that we have been doing will also be showcase on that AGM
- Reappoint the auditor on the day of AGM, then he can present the audit report to the board.

6. Nomination of Slate of Directors

Due to lack of time and all the board members are not present, we will discuss nomination of slate of directors in another board meeting that will be planning board meeting before the AGM.

Adjournment:

On the **MOTION** by Doug seconded by Sandy and carried unanimously the meeting was adjourned.