

**St. James Town Family Literacy Services**

**Board meeting**

**September 25<sup>th</sup>, 2017 (7:00 -8:00 pm)**

**Held at Community Matters Toronto**

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

1. Call Meeting to order

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

2. Approval of Agenda

The agenda was reviewed by the board members and on a **MOTION** made by Sandy and seconded by Doug the agenda was approved

3. Approval of Minutes

Following a brief discussion by the Board a **MOTION** made by Sandy and seconded by Dr. Nicodeme the minutes of the previous meeting, attached herewith, were approved unanimously

4. Annual General Meeting

A general discussion including reaction to the recent annual general meeting took place. Comments included:

- Satisfaction with the attendance of over 200 residents. The organization of events and activities was well planned and implemented and over 200 surveys were completed.
- The Board expressed sincere thanks to both Surabhi and Shabana for the organizational effort which took place.
- The board set a target of identifying 2 new members for next year. The next Annual General Meeting will take place in March 2018.
- It was noted that the method of introduction and election of the Board needs to be done in a manner which provides more of an opportunity for members to interact, ask questions, and to be introduced to the nominees in addition to having the process of selection more fully explained to the membership.
- The Board also suggested that we need an ongoing committee of board members who can help raise funds.

5. Election of Officers

Chair: On a **MOTION** by Sandy, seconded by Surabhi and approved unanimously Chris was elected as Chair of the Board of Directors of St. James Town Family Literacy Services.  
(Community Matters Toronto)

Treasurer: On a **MOTION** by Chris, seconded by Surabhi and approved unanimously Doug was elected as Treasurer of the Board of Directors of St. James Town Family Literacy Services.  
(Community Matters Toronto)

Secretary: On a **MOTION** by Doug, seconded by Chris and approved unanimously Shabana was elected as secretary to the Board of Directors of St. James Town Family Literacy Services.  
(Community Matters Toronto)

Executive Director: On a **MOTION** by Chris, seconded by Surabhi and approved unanimously Margaret was elected as Executive Director of St. James Town Family Literacy Services.  
(Community Matters Toronto)

Discussion: It was suggested that Board members who are not also officers could shadow exiting officers of the Board to learn the process and be available for these positions in the future.

#### 6. Report of the Treasurer

Doug reviewed the Annual Financial statements of the organization and answered general questions from Board members. Beginning with the next board meeting Doug will provide a one page document which highlights the essential financial issues of the organization and provides comparisons to previous reports and budgets.

Doug also wished to express thanks to our bookkeeper for the efforts provided in maintaining our books of record.

#### 7. Compensation of the Executive Director

Chris noted that the Board is required to approve the annual compensation of the Executive Director. In past years this amount has been \$ 20,000 annually and it is proposed that this amount be approved for 2017.

There was general discussion amongst the Board that this amount did not adequately reflect appropriate compensation for the duties of an organization such as Community Matters. It was agreed that Doug would research compensation packages for organizations similar to Community Matters and he and Chris would review our budget capacity.

It was felt that a longer term compensation policy for the Executive Director was needed and to this we need to have better insight as to our long term plan demonstrating where we will be in the next 5 years. It was agreed that the Board would approve a motion for the proposed amount on the condition that we work towards a strategic plan one element of which would be Executive Director compensation.

On a **MOTION** by Doug, seconded by Shabana and approved unanimously it was moved that the compensation for the Executive Director of Community Matters for 2017 will be \$ 20,000.

8. Next Meeting

The Board will meet the first Monday of November and again the first Monday of February with the Annual General Meeting scheduled for March 2018

9. Adjournment

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