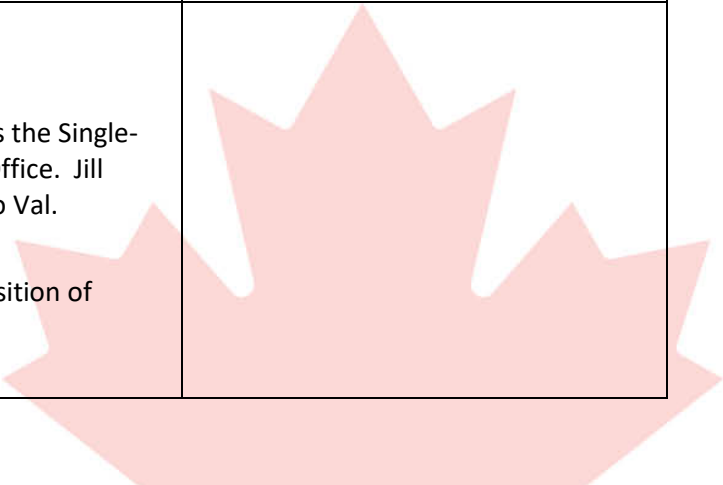


fmi igf Board of Directors Meeting
November 18, 2020
11:00 am (ET)
APPROVED MINUTES

DISCUSSION	ACTION ITEMS
<p>Attendance: Derek Cockburn (<i>President</i>), Dan Maloley, Sherry Sharpe, Gary Wuschnakowski, Barb Kelly, and Athena Dinos Regrets: Linda Dow Recording Secretary: Danielle Belair Guest: Marty Muldoon, CEO, Val Kelly and Jessica Perrault (N.O.)</p>	
<p>1. Agenda & Verification of Qurum</p> <p>Quorum was achieved</p>	
<p>2. Approval of Minutes</p> <p><i>MOTION:</i> <i>That the Minutes of the Board Meeting held on October 28, 2020, be approved</i></p> <p>➤ Moved by Sherry, seconded by Barb. Motion Carried</p>	<p>Derek to email draft minutes to the Board by November 30th</p>
<p>3. Review of Action Items</p> <p>Reviewed items and <u>6</u> are still in progress</p>	<p>Derek to email updated Action Items to Board by November 30th</p>
<p>4. Standing Topics</p> <p>Strategic Plan KPIs - Val Kelly will be taking on the roll as the Single-Point-of-Contact for Chapters to reach out to National Office. Jill Peters has been contracted with to provide assistance to Val.</p> <p>Financials - As at October 31st we are in a YTD deficit position of \$41,000 (due to success of speaker series)</p>	



DISCUSSION	ACTION ITEMS
<p>5. Scheduled Topics:</p> <p>AGM Finalization</p> <ul style="list-style-type: none"> ➤ 35 members already registered as of this morning ➤ Marty, Derek and Sherry are AGM Organizers ➤ Board to log into the AGM at 3:30 pm (ET) 	<p>Val to send AGM PowerPoint slide deck to Board by November 20th</p> <p>Val to send AGM Production Schedule to AGM Organizers by November 20th</p> <p>Jessica to post Annual Report (including financials) to the fmi website by November 20th</p>
<p>6. CEO Update</p> <p>PSMW 2021 – Based on current Covid environment, it is unlikely that Halifax will be accepting visitors from outside the Maritime provinces. The current penalty to cancel the Convention Centre (HCC) contract is \$18,390 plus taxes. Force Majeure clause would result in HCC refunding any penalty.</p> <p><u>MOTION:</u></p> <p><i>The Board approves the recommendation to cancel PSMW 2021, and authorizes the CEO to negotiate with the HCC to obtain the best outcome for fmi*igf and to report back to the Board.</i></p> <ul style="list-style-type: none"> ➤ Moved by Gary, seconded by Athena. Motion Carried <p>PD Week 2021 – we need to start planning ASAP, and determine whether it will be an in person or a virtual event</p> <p>Audit Control Findings – Timmons Dykstra, CPA was hired to review and respond to the 2019/20 audit findings. The firm recommended:</p> <ol style="list-style-type: none"> 1) Contracting out additional accounting support to clear the backlog of accounting adjustments and to formalize new processes going forward; 2) Adopt QuickBooks Online to fully integrate / automate our financial systems and processes. 	<p>Danielle to book a Sepcial Board meeting for December 17th from Noon to 1 pm (ET)</p> <p>Marty to update the Board on the progress negotiating with the HCC regarding PSMW 2021, beginning at its December 17th Board meeting.</p> <p>Marty to present the Board with a PD Week 2021 business case for decision December 17th</p> <p>Marty to amend the existing Chapter policies by December 31st</p>

DISCUSSION	ACTION ITEMS
<p><i>MOTION:</i></p> <p><i>The Board approves the FAC recommendation to increase the National Office budget by \$20,000 to enable the CEO to acquire additional supports to address the 2019/20 audit findings.</i></p> <p>➤ Moved by Gary, seconded by Barb. Motion Carried</p> <p>Speaker Series – We have registered almost 1,800 attendees and collected almost \$300,000 in registration fees /sponsorship to date</p> <p>Governance Policies – A review of the existing policies was conducted to cross reference them with the new Partner Code of Conduct (PCC). The review identified a need to explicitly identify the PCC in the Chapter Affiliation Agreement for greater clarity</p> <p><i>MOTION:</i></p> <p><i>The Board approves the CEO amending the policies as presented.</i></p> <p>➤ Moved by Barb, seconded by Athena. Motion Carried</p>	
<p>7. Other Business</p> <p>Registration System – the enhancement to the registration system is on schedule to go live in March 2021</p> <p>Board / CEO Evaluations – Marty has engaged our HR Consultants (Business Sherpa) to research NFP best practices and principles</p>	<p>Marty to report back to the Board on a proposed Board / CEO Evaluation Framework proposal by January 14th</p>

DISCUSSION	ACTION ITEMS
<p>8. Closing Remarks</p> <p>The next meetings will be on:</p> <ul style="list-style-type: none"> ➤ Monday, November 30th. The focus will be on: <ul style="list-style-type: none"> ○ Board orientation ○ Board expectations ○ Year-at-a-glance ➤ Thursday, December 17th. The focus will be on: <ul style="list-style-type: none"> ○ PSMW 2021 update ○ PD Week 2021 decision ➤ Thursday, January 14th. The focus will be on: <ul style="list-style-type: none"> ○ FAC Policies update ○ GNC Terms of Reference for committees ○ Board & CEO evaluations <p>The Board meeting concluded at 12:54 pm (ET).</p>	
<p>9. In Camera</p>	