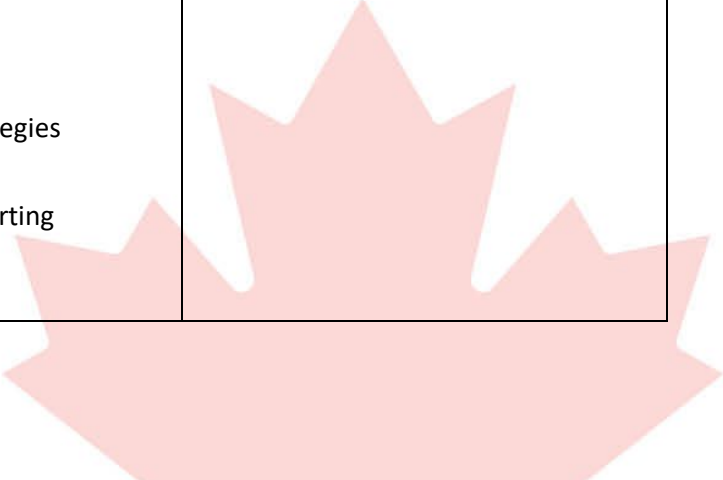


**fmi igf Board of Directors Meeting**  
**January 14, 2021**  
**11:00 am (ET)**  
**Draft MINUTES**

DISCUSSION	ACTION ITEMS
<p><b>Attendance:</b> Derek Cockburn (<i>President</i>), Dan Maloley, Sherry Sharpe, Gary Wuschnakowski, Jeanette Stead and Valeri Perry</p> <p><b>Regrets:</b> Barb Kelly</p> <p><b>Recording Secretary:</b> Danielle Belair</p> <p><b>Guest:</b> Marty Muldoon, CEO</p>	
<p><b>1. Agenda &amp; Verification of Qurum</b></p> <p>Quorum was achieved</p>	
<p><b>2. Approval of Minutes</b></p> <p><b><i>MOTION:</i></b></p> <p><i>That the Minutes of the Board Meeting held on December 16, 2020, be approved</i></p> <p>➤ Moved by Sherry, seconded by Jeanette. Motion Carried</p>	<p><b>Derek</b> to email draft minutes to the Board by <b>January 31<sup>st</sup></b></p>
<p><b>3. Review of Action Items</b></p> <p>Reviewed items and <u>6</u> are still in progress</p>	<p><b>Derek</b> to email updated Action Items to Board by <b>January 31<sup>st</sup></b></p>
<p><b>4. Standing Topics</b></p> <p><b>Strategic Plan KPIs</b> – on schedule to achieve all the strategies</p> <p><b>Financials</b> – working with external consultant, new reporting package to come</p>	

DISCUSSION	ACTION ITEMS
<p><b>5. Scheduled Topics:</b></p> <ul style="list-style-type: none"> <li>➤ <b>FAC Update:</b> <ul style="list-style-type: none"> <li>○ The FAC has reviewed and finalized their Terms of Reference (ToR)</li> <li>○ The FAC will be completing a formal risk assessment session in late January</li> <li>○ The FAC is in the process of reviewing all the financial policies against the findings from the Welch management letter</li> </ul> </li> <li>➤ <b>Board and Committee Terms of Reference</b> <ul style="list-style-type: none"> <li>○ The GNC had previously shared copies of the Board, GNC and CAC ToR for Board review</li> </ul> </li> </ul>	<p><b>Gary</b> to provide Barb with finalized FAC ToR by <b>January 25<sup>th</sup></b>. <b>Barb</b> to present FAC ToR to National Office for translation and posting to website by <b>January 31<sup>st</sup></b></p> <p><b>Gary</b> to present a Risk management update at the Board strategic planning session on <b>February 9<sup>th</sup></b></p> <p><b>Gary</b> to provide Board with revised “financial” policies by <b>Summer 2021</b></p> <p><b>Board</b> to provide Barb with comments on Board and GNC ToR by <b>January 25<sup>th</sup></b>. <b>Barb</b> to present Board and GNC ToR to National Office for translation and posting to website by <b>January 31<sup>st</sup></b></p> <p><b>Barb</b> to present Adam Taylor (new CAC Chair) with a copy of the current CAC ToR for him to take forward for review at the next CAC meeting, and report back to the Board by <b>April 8<sup>th</sup></b></p>
<p><b>6. CEO Update</b></p> <ul style="list-style-type: none"> <li>➤ <b>Financial Review</b> - working with external consultant, new reporting package to come</li> <li>➤ <b>Auditor Update</b> – Marty has met with the new auditors (KPMG) and planning has commenced for the FY20/21 audit</li> </ul>	



DISCUSSION	ACTION ITEMS
<ul style="list-style-type: none"> <li>➤ <b>PD Week 2021:</b> <ul style="list-style-type: none"> <li>○ The Shaw Centre has agreed to defer our three year deal to begin in November 2022</li> <li>○ National is negotiating the rental of a production room facility at the Shaw Centre to host our virtual platform for PDWeek 2021</li> <li>○ The new platform will enable us to run all the requirements for a virtual PD Week 2021 off of a single system</li> <li>○ Marty has started regular meetings with the PD Week Committee Co-Chairs (Daniel Vanier, Nicole Zywicki and Past Chair Jennifer Sward) to discuss the role of volunteers</li> </ul> </li>   <li>➤ <b>Staffing Update:</b> <ul style="list-style-type: none"> <li>○ <b>Director Marketing</b> – the applicants list was reduced to five people who were interviewed, next steps involves reference checks</li> <li>○ <b>Marketing Campaign Manager</b> – Olivia has announced her resignation effective January 22<sup>nd</sup>.</li> </ul> </li>   <li>➤ <b>Board Evaluation Framework</b> – Marty presented a overview of his work with the external HR consultant (Sherpa) with recommendations based on five high-performing organizations</li> </ul>	<p><b>Daniel V. and Nicole Z.</b> (PD Week Committee Co-Chairs) to present a volunteer engagement update at the Board strategic planning session on <b>February 9<sup>th</sup></b></p> <p>Marty to present a board evaluation framework action plan at the Board strategic planning session on <b>February 10<sup>th</sup></b></p>

DISCUSSION	ACTION ITEMS
<p><b>7. Other Business</b></p> <ul style="list-style-type: none"> <li>➤ <b>National Programs Framework</b> – The framework as well as PD Week and PSMW detailed documents were previously shared with the Board for review</li> </ul>	<p><b>Board</b> to provide Barb with comments on the National Programs Framework by <b>January 25<sup>th</sup></b>. <b>Barb</b> to present a revised version to National Office for discussion at the Board meeting on <b>April 8<sup>th</sup></b></p>
<p><b>8. Closing Remarks</b></p> <p>The next meetings will be on:</p> <ul style="list-style-type: none"> <li>➤ <b>February 9 &amp; 10</b> (strategic planning)</li> <li>➤ <b>Thursday, April 8<sup>th</sup></b>. The <b>focus</b> will be on: <ul style="list-style-type: none"> <li>○ FY21/22 Budget Review (Marty &amp; Gary)</li> <li>○ National Programs Framework (Marty &amp; Barb)</li> <li>○ CAC ToR (Barb)</li> </ul> </li> </ul> <p>The Board meeting concluded at 12:35 pm (ET)</p>	
<p><b>9. In Camera</b></p>	