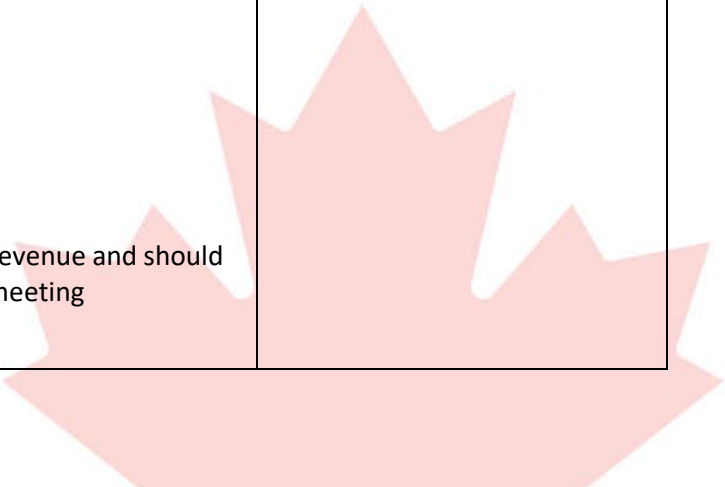


fmi^{igf} Board of Directors Meeting
April 8, 2021, 11 am (ET)
Approved MINUTES

DISCUSSION	ACTION ITEMS
<p>Attendance: Derek Cockburn (<i>Chair</i>), Dan Maloley, Sherry Sharpe, Gary Wuschnakowski, Barb Kelly, Jeanette Stead and Valeri Perry Regrets: Guests: Marty Muldoon (CEO) and Adam Taylor (CAC Chair) Recording Secretary: Frank Hodgson</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 March 16, 2021, be approved</i></p> <p>➤ Moved by Sherry, seconded by Jeanette. Motion Carried</p>	<p>Derek to email draft minutes to the Board by April 15th</p>
<p>3. Review of Action Items</p> <p>Reviewed items and five (5) are still in progress</p>	<p>Derek to email updated Action Items to Board by April 15th</p>
<p>4. Standing Topics:</p> <p>Strategic Plan Review:</p> <p>➤ On schedule to achieve all the strategies</p> <p>Financial Analysis:</p> <p>➤ We have collected a few unplanned sources of revenue and should exceed the expectations discussed at the last meeting</p>	

5. Scheduled Topics:

PD Week Organizing Committee:

- **ToR** – the updated Terms of Reference was created in collaboration with the PD Week Chairs
- **R&R** – the Roles and Responsibilities document is an operational guide that was created in collaboration with the PD Week Chairs

National Programs Framework: The main changes were to the PSMW eligibility, PSMW profit sharing and event hospitality sections

MOTION:

The Board approved the PD Week Committee Terms of Reference and the National Programs Framework as presented.

- Moved by Barb, seconded by Val. Motion Carried

CAC ToR: The CAC has had an initial review with a focus to emphasize governance and the strategic role of the CAC

Performance Evaluations: It was decided that the interim evaluations will be optional for Board members, but required for the Chair and the CEO

Risk Project: this project was initiated at the request of a few Chapters to ensure that fmi*igf is meeting their required financial reporting requirements

MOTION:

*The Board approved the allocation of up to \$10,000 to contract with Timmons Dykstra Accounting to perform a review on the tax implications and potential liabilities for fmi*igf and the Chapters.*

- Moved by Gary, seconded by Barb. Motion Carried

Adam to continue the conversation at the next CAC meeting and report back to the GNC, to be brought forward to the Board meeting on **May 13th**

Barb to Send the Board evaluation package to the Board members and the CEO by **April 15th**. The **Board and CEO** to submit their confidential completed evaluations to Barb by **May 13th**

Gary to present a status update on the Risk Project to the Board on **September 9th**



6. CEO Update

MPower Implementation Update:

- The new CRM system is expected to go live in early May. Marty is looking for a few Chapters to pilot the new system.

PD Week 2021 Update:

- Registration is expected to launch late April / early May. Marty is looking for Chapters to assist with advertising PDW to penetrate the provincial and municipal governments in their provinces.

Course Promotion Update:

- Since advertising a temporary price reduction on our online courses (leadership, ethics and cyber security), we sold over 100 course offerings

KPMG Audit Engagement Update:

- We have signed the engagement letter and the audit fieldwork will start in July

Marty to email Chapter Presidents requesting a few volunteers to test the new CRM system over the **summer 2021**

Marty to email Chapter Presidents requesting assistance with marketing PDW in **April 2021**

DISCUSSION	ACTION ITEMS
<p>7. Other Business</p> <p>Strategic Plan:</p> <ul style="list-style-type: none"> ➤ The 21/22 strategic plan was reviewed <p><u>MOTION:</u> <i>The Board approves the 21/22 strategic plan as presented</i></p> <ul style="list-style-type: none"> ➤ Moved by Gary, seconded by Val. Motion Carried 	<p>Frank to post the approved 21/22 Strategic Plan to the website by April 15th</p>
<p>8. Closing Remarks</p> <p>The next meetings will be on:</p> <ul style="list-style-type: none"> ➤ Thursday, May 13th. The Scheduled Topics will include: <ul style="list-style-type: none"> ○ CAC ToR ○ CAC Project Update (membership and Use of Member Data) ○ Chapter Bylaw Review ○ GNC Review of IOG Recommendations ○ Pre-planning for Elections ○ Interim Evaluations (CEO & Chair) – IN CAMERA <p>The Board meeting concluded at 1:10 pm (ET)</p>	
<p>9. In Camera</p>	