

fmi igf Board of Directors Meeting
November 30, 2020
11:00 am (ET)
APPROVED MINUTES

| DISCUSSION | ACTION ITEMS |
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| <p>Attendance: Derek Cockburn (<i>President</i>), Dan Maloley, Sherry Sharpe, Gary Wuschnakowski, Barb Kelly, Valeri Perry and Jeanette Stead Regrets: None Recording Secretary: Danielle Belair Guest: Marty Muldoon, CEO</p> | |
| <p>1. Agenda & Verification of Qurum</p> <p>Quorum was achieved</p> | |
| <p>2. Approval of Minutes</p> <p><u>MOTION:</u> <i>That the Minutes of the Board Meeting held on November 18, 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 December 4th</p> |
| <p>3. Review of Action Items</p> <p>Reviewed items and 10 are still in progress</p> | <p>Derek to email updated Action Items to Board by December 4th</p> |
| <p>4. Standing Topics</p> <p>Strategic Plan KPIs – on schedule to achieve all the strategies.</p> <p>Financials - As at October 31st we are in a YTD deficit position of \$41,000 (due to success of speaker series).</p> | <p>Danielle to <u>reschedule</u> the Special Board meeting for December 16th from 11:30 am to 12:30 pm (ET)</p> |



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| <p>5. Scheduled Topics:</p> <p>Board orientation / Expectations</p> <ul style="list-style-type: none"> ➤ Discussed the purpose of the Board Agreements and the new requirement for all Board members to sign annually ➤ Barb presented the revised Board Election Process document. <p><u>MOTION:</u></p> <p><i>That the revised Board Election Process document be approved as amended.</i></p> <ul style="list-style-type: none"> ➤ Moved by Barb, seconded by Val. Motion Carried <p>Year at a Glance</p> <ul style="list-style-type: none"> ➤ Walked through the proposed timelines for the meeting schedule for the new Board | <p>Barb to update the Board Conflict of Interest Disclosures and circulate to all the Board members by December 11th</p> <p>Board members to sign Board Conflict of Interest Disclosures and return them to Derek by December 16th</p> <p>GNC to review Board roles to ensure they are in sync with the revised bylaws and report back to the Board by February 11, 2021</p> <p>Sherry to share the revised bylaws and Yvonne's September 2019 Chapter Bylaw Review report for discussion at the January 13, 2021 CAC meeting</p> <p>Sherry to invite the Board members to the January 13, 2021 CAC meeting</p> <p>Barb to send the amended Board Election Process document to Danielle to be translated and posted to the fmi website with the policy documents by December 16th</p> |

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| <p>6. CEO Update</p> <p>Jessica Perrault’s resignation – Marty notified the Board that Jessica will be resigning effective December 25th</p> <p>Audit Control Findings – National Office has started working with the contracted accounting firm (Timmons Dykstra, CPA) to develop a work plan to address the auditor’s findings</p> <p>Speaker’s Series – the series is exceeding our expectations</p> <p>Budget Review – A revised forecast will be presented after closing the books for December (6 months).</p> | <p>Marty to develop a staff recruitment plan and report back to the Board by December 16th</p> <p>Marty to share the audit control findings work plan with the FAC by March 2, 2021</p> <p>Marty will share the revised forecast with the FAC by January 31, 2021</p> |
| <p>7. Other Business</p> <p>None</p> | <p>Danielle to send the speaker series schedule to Valeri and Jeanette <u>and</u> send them the quick registration links by December 4th</p> |
| <p>8. Closing Remarks</p> <p>The next meetings will be on:</p> <ul style="list-style-type: none"> ➤ Wednesday, December 16th. The focus will be on: <ul style="list-style-type: none"> ○ PSMW 2021 update ○ PD Week 2021 decision ○ Staff recruitment plan ➤ 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 evaluation frameworks <p>The Board meeting concluded at 12:20 pm (ET).</p> | |

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| 9. In Camera | |