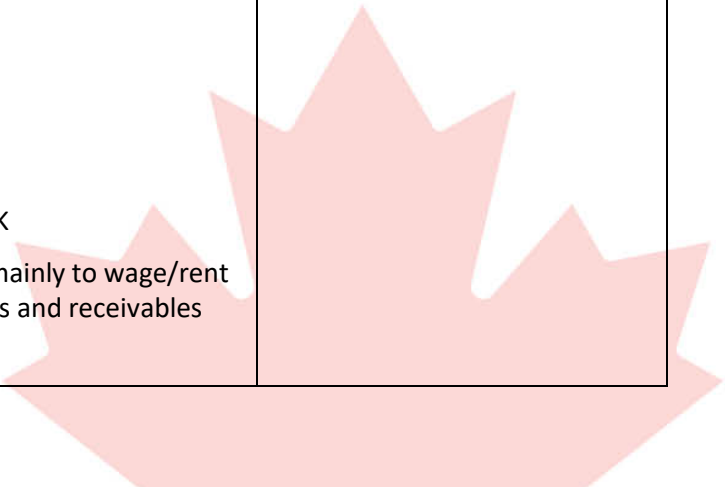


**fmi igf Board of Directors Meeting**  
**May 13, 2021, 11 am (ET)**  
**APPROVED MINUTES**

DISCUSSION	ACTION ITEMS
<p><b>Attendance:</b> Derek Cockburn (<i>Chair</i>), Dan Maloley, Sherry Sharpe, Gary Wuschnakowski, Barb Kelly, Jeanette Stead and Valeri Perry  <b>Regrets:</b>  <b>Guests:</b> Marty Muldoon (CEO) and Adam Taylor (CAC Chair)  <b>Recording Secretary:</b> Frank Hodgson</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>  <i>That the Minutes of the Board Meeting held on April 8, 2021, be approved</i></p> <p>➤ Moved by Sherry, seconded by Val. Motion Carried</p>	<p><b>Derek</b> to email draft minutes to the Board by <b>May 31<sup>st</sup></b></p>
<p><b>3. Review of Action Items</b></p> <p>Reviewed items and <b>four (4)</b> are still in progress</p>	<p><b>Derek</b> to email updated Action Items to Board by <b>May 31<sup>st</sup></b></p>
<p><b>4. Standing Topics:</b></p> <p><b>Strategic Plan Review:</b></p> <p>➤ On schedule to achieve all the strategies</p> <p><b>Financial Analysis:</b></p> <p>➤ The current forecast is a YTD net deficit of \$544K</p> <p>➤ This represents an improvement of \$128K due mainly to wage/rent subsidies and the recovery of outstanding taxes and receivables</p>	

## 5. Scheduled Topics:

**CAC Terms of Reference:** The ToR was the main focus of the last CAC meeting. Adam walked the Board through the proposed changes.

**Use of Membership Data:** Barb accumulated information from existing sources and created a stand alone Use of Membership Data policy.

**Chapter Bylaw Review:** Sherry discussed the history of the Chapter Bylaw review.

**I OG Recommendations:** Barb presented an update on the 17 action items identified in the 2014 IOG report. All of the recommendations have either been implemented or are in progress.

**Election Planning:** Barb presented the key schedule for the November 2021 election, which will be based on the new Board bylaws.

**Board Orientation:** Barb recommended that the newest Board members attend an on-line Board Governance course.

### ***MOTION:***

*The Board approves the funding for Val, Jeanette and Gary to attend the Charity Village “Boards that Work” virtual session (\$99/person).*

[\(https://charityvillage.com/learning-centre/courses/boards-that-work/\)](https://charityvillage.com/learning-centre/courses/boards-that-work/)

➤ Moved by Barb, seconded by Dan. Motion Carried

**Governance Policy:** Barb walked the Board through the revised Governance Policy.

**Adam** to send the draft CAC ToR to the Board by **May 15<sup>th</sup>**. The **Board** to provide feedback to Barb by **May 31<sup>st</sup>**. **Barb** to provide Adam with feedback by **June 15<sup>th</sup>** for discussion at a future CAC meeting.

The **Board** to provide feedback on the Use of Membership Data Policy to Barb by **May 31<sup>st</sup>**. **Barb** to provide Adam with feedback by **June 15<sup>th</sup>** for discussion at a future CAC meeting.

**Adam** to bring forward the Chapter Bylaw review for discussion at a future CAC meeting.

**Marty** to register the identified Board members for the “Boards that Work” course by **May 31<sup>st</sup>**. **Val, Jeanette and Gary** to present a course evaluation to the Board on **September 9<sup>th</sup>**.

The **Board** to send comments on the Governance Policy to Barb by **May 21<sup>st</sup>**. **Barb** to arrange a secretarial vote by **May 31<sup>st</sup>**. The **Board** will review the policy at a later date as part of the Chapter Governance Review.



<p><b>6. CEO Update</b></p> <p><b>MPower Implementation Update:</b> the new registration system will go live May 28<sup>th</sup>. The new system will run in parallel with the existing CAPS system (which will be used for PD Week then retired).</p> <p><b>PD Week 2021 Update:</b> Registration opened on May 12<sup>th</sup>. A registration reminder announcement will go out in mid-June, prior to the June 30<sup>th</sup> end of early bird pricing.</p> <p><b>PSMW2022 Update:</b> National will be using suggestions from the PD Week “call for proposals” process to identify potential topics for PSMW2022 in Halifax.</p> <p><b>Chapter Governance Review:</b> The legal and accounting review will begin in late May / early June.</p> <p><b>National Office Staffing:</b> the Manager National Events position has been reclassified to a Director level.</p>	<p><b>Marty</b> to arrange an MPower demonstration for the Board/FAC/CAC for <b>late June</b></p> <p><b>Marty</b> to provide Board with “speaking notes” by <b>May 31<sup>st</sup></b>, to be able to promote PD Week within their chapters.</p>
<p><b>7. Other Business</b></p> <p>➤ No updates</p>	

DISCUSSION	ACTION ITEMS
<p><b>8. Closing Remarks</b></p> <p>The next meeting will be on:</p> <ul style="list-style-type: none"> <li>➤ <b>Thursday, September 9<sup>th</sup></b>. The <b>Scheduled Topics</b> will include:                             <ul style="list-style-type: none"> <li>○ “Board that Work” Course Evaluation</li> <li>○ Risk Project Update</li> <li>○ Audit Update</li> <li>○ Election Process Update</li> <li>○ AGM Preparation</li> </ul> </li> </ul> <p>The Board meeting concluded at 1:08 pm (ET). At this point, Adam, Marty and Frank left the meeting.</p>	
<p><b>9. In Camera (CEO Mid-term Evaluation)</b></p> <p>This portion of the in-camera meeting ended at 1:23 pm (ET). At this point, Derek left the meeting.</p>	<p><b>Barb</b> to share a consolidate CEO evaluation summary with the Board by <b>May 31<sup>st</sup></b>. <b>Derek</b> to share the results with Marty by <b>June 30<sup>th</sup></b>.</p>
<p><b>10. In Camera (Chair Mid-term Evaluation)</b></p> <p>This portion of the in-camera meeting ended at 2:00 pm (ET).</p>	<p><b>Barb</b> to share a consolidate Chair evaluation summary with Derek by <b>May 31<sup>st</sup></b>.</p>