

fmi*igf Board of Directors Meeting
September 9, 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</p> <p>Regrets:</p> <p>Guests: Marty Muldoon (CEO)</p> <p>Recording Secretary: Danielle Belair</p>	
<p>1. Agenda & Verification of Qurum</p> <p>Quorum was achieved</p>	
<p>2. Approval of Minutes</p> <p><i>MOTION:</i></p> <p><i>That the Minutes of the Board Meeting held on May 13, 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 September 30th</p>
<p>3. Review of Action Items</p> <p>Reviewed items and three (3) are still in progress</p>	<p>Derek to email updated Action Items to Board by September 30th</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>➤ The audit is substantially complete (FAC presentation sept 14)</p> <p>➤ The FAC needs a new representative from the Eastern region</p>	<p>Val to reach out to the Eastern Chapter Presidents in a search for a new FAC representative and report back to Gary by September 30th</p>

5. Scheduled Topics:

Boards that Work Review: Gary, Val and Jeanette all gave the course very positive feedback.

MOTION:

*The Board approves funding for all **new** Board members to attend the Charity Village “Boards that Work” virtual session. This offer will also be made to any interested **new** Chapter Presidents and Committee Chairs. (<https://charityvillage.com/learning-centre/courses/boards-that-work/>)*

➤ Moved by Barb, seconded by Sherry. Motion Carried

Risk Project Update: Gary and the FAC are working with the CAC on the project. Stage 1 taxation requirement and reporting obligations review is complete. Stage 2 and 3 review of insurance and updating the CAA is underway.

Financial Policies Update: Gary and the FAC are working on revising three policies (alcohol, travel and delegations)

Election Process Update: Barb highlighted key election dates: Sept 20th (nomination email to be sent to members), Oct 21st (nominations close) and Nov 5th (post nominee bios to website).

AGM Preparation Update: Derek provided a draft slide deck for the November 22nd AGM (4 to 5:30 pm ET).

Marty to research if there is a volume discount offered for the Boards that Work course and report back to the Board by **November 18th**

Dan to follow up with the Quebec and Montreal Chapters to see if there is a French equivalent course and report back to the Board by **November 18th**

Val to present the offer at the next FAC meeting and report back to the Board by **November 18th**

Gary to present revised policies (alcohol, travel and delegations) to the **new** Board in **December**.

Board members to send comments on the draft AGM slide deck to Marty and Derek by **October 4th**.

Marty to schedule an AGM walkthrough **mid-October**.

Marty to update the website with revised AGM information by **mid-September**.

6. CEO Update

PD Week 2021 Update: The program is now 99% complete. As of today, we have already sold the equivalent of 95,000 CPD hours. The website will be updated by mid-September. The next marketing blitz will go out in a scheduled steady release over September and October, with additional emphasis on provincial and territory financial management staff.

PSMW2022 Update: Dave MacDougall has been named as the Local Co-Chair. Marty is working to update all the contracts that were started two years ago. The organizing committee is meeting every few weeks. A marketing blitz will begin in December (after PDW).

MPower Implementation Update: The Edmonton Chapter is piloting the new system for a local event on September 16th. Jeannette highlighted the excellent experience the Edmonton Chapter has had so far working with the new platform and National Office to make the event happen.

Employee Handbook: Marty presented an update to the Employee Handbook, which consolidated the employee related implications from the new Code of Conduct policy into the Handbook.

MOTION:

The Board approves the Employee Handbook as presented.

- Moved by Val, seconded by Dan. Motion Carried

Workspace Policy: Marty presented a new Workspace policy to clarify the policies surrounding teleworking.

MOTION:

The Board approves the new Workspace Policy as presented.

- Moved by Gary, seconded by Sherry. Motion Carried

Marty to work with MPower to design a special package for each Chapter to be treated as affiliates and to be able to post their own event material into the registration system, and report to the Board by **January 2022**.

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<p>7. CAC Update</p> <ul style="list-style-type: none"> ➤ Valeri is planning for an in-person planning meeting for the Eastern Chapter Presidents in Halifax for January 2022. ➤ Jeanette will be reaching out to the Western Chapter Presidents to organize a planning meeting ➤ Dan will be reaching out to the Central Chapter Presidents to organize a planning meeting ➤ The next CAC meeting is schedule for the week of Sept. 13th 	
<p>8. Other Business</p> <ul style="list-style-type: none"> ➤ No updates 	
<p>9. Closing Remarks</p> <p>The next meetings will be on:</p> <ul style="list-style-type: none"> ➤ October 6th: focus on audit ➤ November 18th. Focus on: <ul style="list-style-type: none"> ○ AGM Finalization ○ CEO & Board Evaluations <p>The Board meeting concluded at 12:50 pm (ET).</p>	
<p>10. In Camera</p>	