

fmi igf Board of Directors Meeting
December 13, 2021, 11 am (ET)
Approved MINUTES

DISCUSSION	ACTION ITEMS
<p>Attendance: Derek Cockburn (<i>Chair</i>), Dan Maloley, Gary Wuschnakowski, Jeanette Stead, Valeri Perry, Sherry Sharpe and Athena Dinos Regrets: None Guests: Marty Muldoon (CEO), Barb Kelly (11:00 am to 11:30 am) Recording Secretary: Brigitte Svarich</p>	
<p>1. Agenda & Verification of Qurum</p> <p>Quorum was achieved. Welcomed Athena back to the Board.</p>	
<p>2. Assignment of New Roles</p> <p><u>MOTION:</u> <i>That Derek Cockburn be nominated as Board Chair.</i></p> <ul style="list-style-type: none"> ➤ Moved by Dan, seconded by Valeri. Motion Carried <p><u>MOTION:</u> <i>That Gary Wuschnakowski be nominated as Vice-Chair.</i></p> <ul style="list-style-type: none"> ➤ Moved by Derek, seconded by Dan. Motion Carried <p>Derek assigned the following Board positions:</p> <ul style="list-style-type: none"> ➤ Sherry Sharpe as Secretary-Treasurer ➤ Athena Dinos as Governance Director ➤ Dan Maloley as Central Regional Director ➤ Valeri Perry as Eastern Regional Director ➤ Jeanette Stead as Western Regional Director 	
<p>3. Approval of Minutes</p> <p><u>MOTION:</u> <i>That the Minutes of the Board Meeting held on November 18, 2021, be approved.</i></p> <ul style="list-style-type: none"> ➤ Moved by Jeanette, seconded by Dan. Motion Carried 	<p>Derek to email draft minutes to the Board by December 31st</p>

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<p>4. Review of Action Items</p> <p>Reviewed items and three (3) are still in progress.</p>	<p>Derek to email action items to the Board by December 31st</p>
<p>5. Standing Topics</p> <p>Strategic Plan: the majority of the strategies have either been completed or are well under way. A few strategies will be brought forward to the new year strategic planning session in February 2022.</p> <p>Financial Analysis: a few highlights:</p> <ul style="list-style-type: none"> ➤ In the process of modernizing our banking practices with RBC ➤ Closing the books on PD Week 2021, expect net proceeds of ~\$1.5M: <ul style="list-style-type: none"> ○ Finalizing the review of all revenue from registrations and confirming applicable taxation remittance amounts based on address of each attendee 	
<p>6. Scheduled Topics</p> <p>Board Orientation: as a new Board member, Athena will take the Charity Village Governance course</p> <p>Letters of Expectation (LOE): based on the materials developed last year, LOE will be prepared for the CEO and each Board member</p> <p>Year at a Glance: the calendar of proposed meetings was reviewed</p>	<p>Brigitte to include Athena as a registrant on the list for the Charity Village governance course by December 31st</p> <p>Derek to draft Letters of Expectation for the CEO and each Board Member by December 31st</p> <p>Brigitte to send out the meeting invites for all the 2021/22 Board meetings by December 31st</p>

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<p>7. CEO Update</p> <p>PD Week 2021 Update: over 4,100 individuals registered to attend PDW, with the largest ever attendance from outside the Ottawa area. A Board meeting has been scheduled for January 10th to plan for PDW 2022.</p> <p>PSMW2022 Update: Board and CAC meetings will be held on June 4&5, with an in-person conference scheduled for June 6&7. Valeri will be joining the PSMW planning committee. This will be our first major event run through MPower.</p>	
<p>8. CAC Update</p> <p>Terms of Reference – Adam presented the latest draft to the CAC and 9 of the 14 Chapters voted in favour of approving the latest version.</p> <p>The next CAC meeting is scheduled for January 11th.</p>	<p>Valeri to provide Brigitte with a copy of the CAC ToR to be translated by December 31st.</p> <p>Valeri & Brigitte to provide Athena with a copy of the CAC ToR in both languages to be provided to Adam to share the English and French with the Members of the CAC, in advance of Athena presenting it to the Board for approval on February 24th.</p>
<p>9. FAC Update</p> <p>Chapter Development Fund (CDF) Payouts: All 14 Chapters have submitted their financial statement and their PD reporting to National Office. The CDF was cancelled in 2020 due to financial uncertainty, but was re-instated for 2021 (\$3,000 - \$500 = \$2,500 payout).</p>	<p>Gary to draft and provide CFD payout cover letter messaging to Brigitte by December 17th.</p> <p>Brigitte to process Chapter CDF payout by January 31st.</p>

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<p>10. Other Business</p> <ul style="list-style-type: none"> ➤ Strategic Plan – a virtual strategic planning session will be scheduled for February 24th and 25th ➤ Eastern Chapter Presidents Meeting – Valeri examining January 8th for a virtual meeting, and considering postponing if schedules do not align ➤ Central Chapter Presidents Meeting – Dan proposing a late April meeting ➤ Western Chapter Presidents Meeting – Jeanette proposing a mid March meeting 	<p>Derek to provide Brigitte with the draft agenda for the strategic planning session by December 17th.</p> <p>Brigitte to book strategic planning meeting, including the agenda, and invite the CAC, PD Week and PSMW Chairs and key National Office Staff by December 31st.</p> <p>Valeri to finalize her Eastern Chapter Presidents meeting details and work with Brigitte to make the bookings by December 31st.</p>
<p>11. Closing Remarks</p> <p>The next meetings will be on:</p> <ul style="list-style-type: none"> ➤ January 10th – PD Week 2022 Planning ➤ February 24th/25th – Strategic Planning <p>The Board meeting concluded at 12:49 pm (ET).</p>	
<p>12. In Camera</p>	