

FAMILY EDUCATION SOCIETY

BOARD MEETING AGENDA AND MINUTES

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| **Meeting Date and Time** | June 17th, 2020 5:30pm (ZOOM) |
| **Meeting Chair** |  Jolene Nellis  |
| **Note Taker** |  |
| **Purpose** | Monthly Board Meeting |
| **Attendees** |  |
| **Regrets** |  |
| **Absent** |  |
| **Guests** |  |

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| **#** | **Agenda Item** | **Details** | **Who Is Leading Item** | **Time** |
| **1.0** | **Call to Order** |  | Jolene  | 5:30 p.m. |
| **2.0** | **Additions/Approval of Agenda** |  | Jolene |  |
| **3.0** | **Approval of Minutes** | From last meeting as well  | Jolene | 5:40p.m. |
| **4.0** | **Old Business** | Follow up regarding Action Items from last meeting* Strategic Planning Session
* By laws review before next year AGM
* Policy Review
* Audit Options
* Bank accounts
* Computers/grant
* New Hire
* COVID19 update
* COVID19 Grants
* PCAP
* Website
* Organization chart update
* Board recruitment
 | Jolene  |  |
| **5.0** | **Correspondence** |  |  |  |
| **6.0** | **Committee Reports** |  |  |  |
| **7.0** | **Financial Report** |  Need motion from last two meeting as well  | Susan/ Brandy |  |
| **8.0** | **Executive Director Report** |  | Brandy |  |

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| **9.0** | **Policy** | Review policy manual  |  |  |
| **10.0** | **Business Planning** |  |  |   |
| **11.0** | **Delegations /Presentations to the Board** |   |  |  |
| **12.0** | **New Business** | * New job posting
* Potential partnership with AHS Mental Health
* re-evaluating CALP programming
* Admin/management fee for FASD Navigator (temporary position)
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| **13.0** | **Next Meeting** |  |  |  |
| **14.0** | **Adjournment** |   |  |  |

**Attachments:**

The following have been attached to the agenda package:

- Executive Director’s Report

- Financial Report

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| **MINUTES – May 27, 2020 (ZOOM)** |
| **#** | **Agenda / Lead / Time** | **Discussion Notes** | Action Items |
| **1.0** | **Call to Order** | 5:45 pm  |  |
| **2.0** | **Addictions/Approval of Agenda** | Tabled – no quorum |  |
| **3.0** | **Approval of Minutes** | Tabled – no quorum |   |
| **4.0** | **Old Business** | * Strategic Planning Session
* By laws review before next year AGM
* Policy Review
* Audit Options
* Bank accounts
* Computers/grant ( sent to C.F and Rotary)
 | * Discussion around cleaning up the langue within the by-laws to provide clarity. Need to change Program Manager to Executive Director.
* Revised policy has been emailed out to the board for review.
* Brandy has submitted a grant for computers to Community Foundation and Swan City Rotary.
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| **5.0** | **Correspondence** |  |  |
| **6.0** | **Committee Reports** |  |  |
| **7.0** | **Financial Report** |  | **Tabled-** – no quorum  |
| **8.0** | **Executive Director Report**  |  | no quorum |
| **8.1** | **Business Arising from Executive Director’s Report** |  |  |
| **9.0** | **Policy Review** |  | Received the policy revision from VSB. Board members need to review and provide feedback |
| **10.0** | **Business Planning** |  |  |
| **11.0** | **Delegations /Presentations to the Board** |  |  |
| **12.0** | **New Business** | * New Hire
* COVID19 update
* COVID19 Grants
* PCAP
* Website
* Organization chart update
* AGM
 | * Have hired for the FASD Team Lead position her name is Lindy
* Discussion around applying for COVID19 grant funding for a temporary Mental Health Therapist to support individual and families as well as build staff capacity.
* Discussion around concerns with PCAP mentor.
* Board documents are uploaded onto the website.
* Discussion around the need to revise the organizational chart due to additional positions form additional contracts.
* Will have AGM on September 16, 2020 over zoom. Discussion around new board members. Brainstormed potential board members. Brandy will send out board recruitment letter.
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| **13.0** | **Next Meeting** | June 17, 2020 |  |
| **15.0** | **Adjournment** | 7:30pm |  |

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| **ACTION ITEM SYNOPSIS** |
| **#** | **ACTION ITEM** | **NAME** | **DEADLINE DATE** |
| **1** | Send out board recruitment letter to board members | Brandy  |  |
| **2** | Ask Kaylee to review By-laws | Jolene |  |
| **3** | Recruit board members  |  Jolene, Katie, Margot and Brandy |  |
| **4** | Read over and review By-laws | All board members  |  |
| **5** |  Read and review policy manual  | All board members  |  |
| **6** |  |  |  |
| **7** |  |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**