 

FAMILY EDUCATION SOCIETY

BOARD MEETING AGENDA AND MINUTES

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| **Meeting Date and Time** | March 10th, 2020 5:30pm |
| **Meeting Chair** | Jolene Nellis |
| **Note Taker** | Brandy Pilon |
| **Purpose** | Monthly Board Meeting |
| **Attendees** | Katie Good, Jolene Nellis, Beth Toews, Margot Lambert, Tanja, Rakic, Brandy Pilon, Susan Walker |
| **Regrets** | Kaylee Ness, Tanja |
| **Absent** | Katie |
| **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 | 5:35 p.m. |
| **3.0** | **Approval of Minutes** |  | 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 * Board Development Opportunities * EOI Update * Vacation Pay * FASD Contract * Landlord Communication | Jolene | 5:50 p.m. |
| **5.0** | **Correspondence** |  |  |  |
| **6.0** | **Committee Reports** |  |  |  |
| **7.0** | **Financial Report** |  | Susan/ Brandy | 6:00 p.m. |
| **8.0** | **Executive Director Report** |  | Brandy | 6:15 p.m. |

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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** | * Moving Forward |  |  |
| **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 – March 10th 2020** | | | |
| **#** | **Agenda / Lead / Time** | **Discussion Notes** | Action Items |
| **1.0** | **Call to Order** | 5:35 |  |
| **2.0** | **Approval of Agenda** | Susan approval |  |
| **3.0** | **Approval of Minutes** | Motion to accept: Beth |  |
| **4.0** | **Old Business** | * Strategic Planning Session * By laws review before next year AGM * Policy Review * Audit Options * Board Development Opportunities- Susan gave a brief presentation about the board workshop on board governance she attended * FASD Contract * Landlord Communication | Brandy to look into when report needs to be reviewed  Jolene to send out a doodle poll for a date for strategic plan  By-law review at May meeting  Brandy to follow up regarding policy  Brandy will plan a meeting with Susan for yearend  Brandy will send out VSB list of board development training |
| **5.0** | **Correspondence** |  |  |
| **6.0** | **Committee Reports** |  |  |
| **7.0** | **Financial Report** | Motion to accept : Susan  All in favor |  |
| **8.0** | **Executive Director Report** | Motion to accept: Beth  All in Favor |  |
| **8.1** | **Business Arising from Executive Director’s Report** |  |  |
| **9.0** | **Policy Review** |  |  |
| **10.0** | **Business Planning** |  |  |
| **11.0** | **Delegations /Presentations to the Board** |  |  |
| **12.0** | **New Business** | Moving ahead- discussed building location  Bank accounts | March 18th to meet with Susan and Wanda |
| **13.0** | **Next Meeting** | April 14, 5:30pm |  |
| **15.0** | **Adjournment** | 7:20pm |  |

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| **ACTION ITEM SYNOPSIS** | | | |
| **#** | **ACTION ITEM** | **NAME** | **DEADLINE DATE** |
| **1** | Look into when report needs to be reviewed | Brandy |  |
| **2** | Send out a doodle poll for a date for strategic plan | Jolene |  |
| **3** | Follow up regarding policy | Brandy |  |
| **4** | Plan a meeting with Susan for yearend | Brandy |  |
| **5** | Send out VSB list of board development training | Brandy |  |
| **6** |  |  |  |
| **7** |  |  |  |

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

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