

NWR FASD SOCIETY MACKENZIE NETWORK BOARD MEETING MINUTES

January 26, 2021 @ 7 pm

Board

Staff

Jan	Lorraine	Nancy	
Sonja	Paula	Wanda	
Natalie			
Nicolle			

1. Call to order

Meeting called to order at 7:25 pm

2. Adoption of Agenda

New position added to the agenda.

Lorraine moved to adopt the agenda as amended.

Carried

3. Adoption of Minutes

Sonja corrected the list of attendees for the November 2020 minutes. Gaye added to the list of attendees.

Natalie moved the minutes. Carried.

4. Reports

4.1 Insurance Quote – Presented by Rosalyn (The Cooperators)

Adding the Fort Vermillion office as a second location. The Society has a guaranteed replacement cost of 1.3 million for both locations.

Suggestions for adding a coverage for sewer back up and flood and a loss of income for the second location on the quote. Equipment breakdowns needed for the High Level location.

Action items

Rosalyn from the Cooperators will be doing another quote for the changed coverage

4.2 Financial Report

Discussion

Currently working on this year's reports so we will be ready this March. Currie will be doing our reports again as they are already familiar with our books. Meeting with Amy on what bookkeeping changes we can do this year and how to record our books properly. By end of this

fiscal year we have everything sorted out and every funding put in their proper projects and place. CMC funding needs a transparent pathway for each project.

We are at 49% for the bulk of our CMC funding. Housing is at 79%, programming is at 50%. 25% of the programming funds haven't been used. As of now we don't have any PCAP clients in Paddle as there are no referrals in the community. Will be sending back the percentage of the money to Metis.

Action Items Need to discuss if we are going to renew the contract for the bookkeeper this coming fiscal year.
Come up with ways so we can argue to keep the rest of the programming money so we can kickstart our program once co-vid is over.

Motion **Lorraine** adopted the financial report as information.
Paula seconded. Carried

4.3 Policy and Procedures

Scent reduction - tabled

4.4 Coordinator's Report

November and December reports submitted

5. OLD BUSINESS

5.1 BUILDING NAME

tabled

5.2 Building Report

Discussed and attached to the minutes

Action Items Call Northern Services so they can take a look and provide the Society their quote to fix the ducts.
Pictures of the ducts will be taken and forwarded to the board.
Find someone that knows how to shovel snow on our roofs.
Talk to A & W decking to ask how much they charge

for clearing snow.
Need to assign building upkeep and maintenance cost for CMC reports.

Motion **Jan** moved to adopt the building report as information. **Lorraine** seconded. Carried

5.3 Grand Opening

tabled

6. NEW BUSINESS

6.1 New Position **Job Description Attached**

The Executive Assistant will be doing all the reporting, making sure all the financials are correct. Will be doing possible supervision for the management and programming team. Responsible in all program developments. Network coordinator – answers directly to the government and the board. Education for the prevention conversation. Have knowledge to oversee the Society and all it's programs and be a strong advocate in our area in all government levels.

6.2 Donor Wall

Executive Assistant first role is figure out what the donor wall would look like and how to raise money from it

7. Clinic

n/a

8. Next Meeting Date February 17,2021

9. Adjournment

Natalie moved to adjourn the meeting.
Lorraine seconded. Carried.
Meeting adjourned at **9:10 pm**

