

NWR FASD SOCIETY MACKENZIE NETWORK BOARD MEETING MINUTES

November 17, 2020 @ 7 pm

Board

Staff

Jan (not present)	ShawnaLee	Nancy	
Sonja	Lorraine	Wanda	
Natalie	Paula (not present)	Michelle	
Nicolle			

1. Call to order

Meeting called to order at 7:03 pm

2. Adoption of Agenda

Nicolle adopted the agenda as amended. Carried

3. Adoption of Minutes

Nicolle adopted the minutes presented.

ShawnaLee seconded. Carried

4. Reports

4.1 Auditor's Report

Tabled

4.2 Financial Report

Under the CMC Network funding, areas highlighted are those we cannot move around without permission from Cross Ministry. Programs that are in the same line in the budget can be moved around. Majority of our expenses are around 58-59%, all are balanced. Housing is at 59% on wages.

Spoke with CMC and they need numbers from the auditors to release our budget. Auditors would be calling them back to let them know there is no money left from previous funds. Currently working the final audit for the MC statements so we can start next year with all statements balanced.

Will start reconciling our MasterCard statements as we do our bank statements.

Quarterly report is being sent out to Metis Network.

Gaye adopted the financial report as information.

Lorraine seconded. Carried

4.3 Coordinator's report

Discussed and attached to reports forwarded.
The Society is recognizing that the work we are doing has to change because of co-vid.
Packages were mailed and sent out to different communities that we support to be able to connect with clients and reconnect with the ones that we lost contact with.
ORS data was submitted beginning of October, bi-annual report will be presented tomorrow.

ShawnaLee adopted the coordinator's report as information. **Gaye** seconded. Carried

4.4 Policy and Procedures

Tabled

5. OLD BUSINESS

5.1 BUILDING NAME

Gaye made a motion to table the building name.
Nicolle seconded. Carried

5.2 Building Report

Discussed, copy forwarded to email
Gaye moved to adopt the building report as information. **Lorraine** seconded. Carried

5.3 Grand Opening

Gaye made the motion to postpone the Grand Opening until spring next year. **Natalie** seconded.
Carried

5.4 CMC Funds

Gaye the motion to use some of the CMC funds as a retention bonus for staff.
Lorraine seconded. Carried

5.5 Parking Plans

Draft sent out to Board
Hoping to fit 10-15 vehicles at the back parking lot. Knelsen agreed to donate gravel to the Society for our parking lot, however because it's winter now that we have to wait until next year to redo our parking lot at the front and

back.

6. NEW BUSINESS

6.1 Executive Assistant Position

Looking to hire an executive assistant who will be working closely with the Executive Director. She will be responsible in putting together reports, data, all financial information and future audits.

Hours would start from 25-30 hours a week.

Can become a full time position if needed.

Gaye made a motion to hire for the Executive Assistant position. **Lorraine** seconded. Carried

6.2 Christmas Holidays

ShawnaLee made a motion to make the 24th a paid holiday for staff.

Lorraine seconded. Carried

7. Clinic

November 25 – 26th

8. Next Meeting Date

January 19, 2021

9. Adjournment

ShawnaLee move to adjourn the meeting.

Meeting adjourned at 8:24 pm