

NWR FASD SOCIETY MACKENZIE NETWORK BOARD MEETING MINUTES

OCTOBER 20,2020

I. Call to order

Meeting called to order at 7:03 pm

Attendees (Board)

Staff

| | | | |
|-----------------------|-----------|----------|--|
| Jan | ShawnaLee | Nancy | |
| Sonja | Lorraine | Wanda | |
| Amy & Lisa (auditors) | | Michelle | |
| Nicolle | | | |

II. Adoption of Agenda

4.5 Building Report added to the agenda.

ShawnaLee adopted the agenda as amended.

Carried.

III. Adoption of Minutes

(Information) typo on September's minutes changed.

Jan moved the minutes to be adopted with the changes.

ShawnaLee seconded. Carried.

IV. Reports

4.1 Auditor's Report

Society needs a more effective way of tracking down all expenses from our different programs so we have all proper documentations once we do our yearly audits.

No timeline as of now as when the audit will be done. CMC is still waiting for the audit for the funding for this fiscal year. When audit is complete Richer Currie will complete and submit schedule B to CMC.

Nicolle moved to adopt the auditors report as information. **Jan** seconded. Carried

4.2 Financial Report

Financials are on track, we are at 50% on our core funding. Wages are low on programming at this time and housing wages are close to 50%. Haven't use our advertising and postage expense funds yet. Educational awareness funds will soon be used as we move to the next 6 months.

Insurance is at 80% because we pay ahead of time, Office supplies are a bit high but will be balancing off in the next month or two. IT is paid whenever we get the invoice. No meeting expenses and rent is low as we are still waiting for the auditors report as how we should manage the rent. Rent from the residents is still in housing fund.

Auditor suggested we should have a list of checks available for the whole board to review on our monthly board meetings.

ShawnaLee moved to adopt the financials as information. **Paula** seconded. Carried.

4.3 Coordinator's report

Discussed and attached to reports forwarded.

Nicolle adopted the coordinator's report as information.

Lorraine seconded. Carried.

4.4 Policy and Procedures **Office Decor Policy** tabled

4.5 Building Report

Contractor is done on the other side of the building.

Just waiting for the new windows to come in.

All furnaces are in good working condition. Old air – conditioners will be taken out once the ground freezes.

Millie and the her crew will be coming to clean and move stuff around. All desks will be moved to the offices on the other side of the building. Light fixture in the connecting trailer will be replaced and cameras put in. Middle section leading to housing area will only be for residents use.

Millie came to do her second checklist and everything is fine at this point. Once everything is ready will have our second Fire Inspection.

ShawnaLee moved to adopt the building report as information. **Nicolle** seconded. Carried.

5. OLD BUSINESS

- 5.1 BUILDING NAME** Pathways of Hope/Future Foundations, /Northern Hope/Hope village
Building names members of the board came up with.
Tabled.
- 5.2 Grand Opening** Wanda will be making a list of people we are inviting to the Grand Opening.
- Jan** made a motion that our Grand Opening will be on Nov 25th from 3-7 pm. **ShawnaLee** seconded. Carried

6. NEW BUSINESS

- 6.1 CMC Funds** We are at 15% below our spending, ways to discuss this was already discussed.
- 6.2 Check Signing**
Sonja is always available. Gaye can be notified ahead of time and she can drop by to sign checks.
Jan is always at IDA and can sign checks.
- 6.3 Parking Plans**
The town was here to look at our parking space and said the plans will be ready end of this week. Knelsen has agreed to donate gravel and equipment use to section our parking lot.
- 6.4 Picking of Winner**
We only have a total of 3 entries. One for the dance and she received her prize money already. **Kathy Omoth** won the FASD Rocks contest.

7. Clinic

We have ordered cameras and speakers for clinic use as **Kimber** will be taking it down to some of the communities to do virtual assessments.

- 8. Next Meeting Date** **November 17 2020** will be meeting live at the new office.

- 9. Adjournment** **ShawnaLee** moved the meeting adjourned at 8:59 pm