



MISA North Vancouver Island

Minutes

Board of Director's Meeting

April 26, 2016

Robron Road, Campbell River

Chair: Layne Marshal

A handwritten signature in cursive script, appearing to read "Layne Marshal".

Read by Barb

In Attendance:

Layne Marshal, Barbara Walker, Tracy Kidson, Leanne Brunt, Lisa Blackburn,

Regrets:

Barbara Wyatt, Len Hiquebran

Staff:

Jim Brennan, Ann McLeod, Lori Koyanagi

1. Call To Order 5:30

2. Reading of Mission Statement - *The Multicultural and Immigrant Services Association of North Vancouver Island (MISA) assists local communities in attracting and retaining newcomers by providing education and professional services to members of those communities while offering advocacy for vulnerable populations and settlement services, thereby fostering welcoming and inclusive communities.*
 - Read by Barb

3. Minutes Approval
Minutes of the February 23rd Board Meeting
 - **MOTION:** to approve minutes of the February 23rd Board Meeting
Moved, Seconded Carried

4. Board Policy Review
 - Layne reviewed how the Governance Agenda works
 - Suggested setting a schedule to work through reviewing all policies in 10-12 months
 - Policy EL2, Executive Limitations, Treatment of Clients, was reviewed and no changes were needed.

5. Monitoring Confirmation
 - ED Report included in consent agenda

6. Ownership Linkage

- Will work on defining ownership at one of the upcoming workshops.

7. Ends

8. Incidental Information

8.1. Actions Items arising from the last meeting

- **Jim** to talk to Julie Chenard about doing a financial review, what her timeline is as well as the cost if we were to pay for it.
 - No response from Julie.
 - **Action: Jim** to look into Provincial requirements for auditing.
- **Board** please review sample policies.

8.2. Financial Report,

- February 2016 Financial Reports attached
- Compliance will be ensured through by reports from ED

8.3. New Business

- Barbara Wyatt has stepped down from the Board.
 - **Action: Layne** will talk to Barbara about taking a leave instead
- Board Development May 7 & June 11
- SettlementNet
 - Jim reports relevant information in the ED report and can answer any questions in regards to AMSSA weekly emails.
- Jim presented mail from Claire Trevena's presentation in the BC legislature, thank you cards from Port Hardy for SAGE
- **Action: Ann:** to send email reminder about renewing board memberships 30 days in advance, current and nominees.

8.4. Consent/Information Agenda

- Minutes of February 23, 2016 Board Meeting
- ED Report for March/April
- Committee Reports
- Correspondence: None
- **Motion:** to Adopt Consent Agenda

8.5. Upcoming Board Events

- Next Board Meeting May 24, Campbell River

9. Adjournment 6:35

Moved, Seconded

Next Meeting: May 18th, Courtenay

Upcoming MISA Events:

Ongoing Events:

- Book Club, First Thursday every month, (Comox Valley)
- Conversation Group, every Friday (Comox Valley)
- International Women's Group, every second Tuesday (Campbell River)
- International Co-Ed Soccer, every Tuesday evening (Campbell River)
- International Family Recreation Evenings, every Friday (Campbell River)
- International ESL Senior's Group, every second Monday (Campbell River)

***Please be sure to update your Volunteer Hours on Google or with Ann.**

Strategic Planning Items

- Nomination process
- Review previous year's plan and results
- Advisory Committees (connecting with people we serve)

ACTION ITEMS:

- **Action: Jim** to look into Provincial requirements for auditing.
- **Action: Layne** will talk to Barbara about taking a leave instead
- **Action: Ann:** to send email reminder about renewing board memberships 30 days in advance, current and nominees.

GOVERNANCE BOOKS:

- Barb Walker has Carver, Ends and Ownership (Jan)
- Lisa Blackburn has Carver, Policy Governance Model and Role of Board Member (April)

