



MISA North Vancouver Island

Minutes

Layne Marshal

Board of Director's Meeting

February 23, 2016

Lewis Avenue, Courtenay

Chair: Layne Marshal

In Attendance:

Layne Marshal, Barbara Walker, Leanne Brunt, Lisa Blackburn, Barbara Wyatt

Regrets:

Tracy Kidson, Len Hiquebran

Staff:

Jim Brennan, Ann McLeod

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 Layne
3. Adoption of agenda
 - **Motion:** To adopt agenda as presented
Moved, Seconded **Carried**
4. Financial Report, Len
 - 4.1. November & December 2015 Financial Reports
 - **Motion:** to accept the November & December 2015 Financial Reports
Moved, Seconded **Carried**
 - 4.2. January 2016 Financial Reports
 - **Motion:** to accept the January 2016 Financial Reports
Moved, Seconded **Carried**
5. Old Business
 - 5.1. Actions arising from the last meeting
 - Jim will bring more information about the financial audit to the next Board meeting.

- Jim researched and discovered we are not required to have an audited financial statement.

5.2. Review and update on Board Work Plan, Layne

- Need to add a line for Policy Review. Schedule will be discussed later
- Tabled

6. New Business

6.1. Board Governance Training, Layne

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6.2. Year End Financial Audit, Jim

- Not required. Could do an internal or external review.
- External review would be about half the cost of an audit.
- External review would be stronger than internal.
- CIC has audited our CIC activities.
- Money could be better spent on Board development to be sure we are doing things right going forward.
- Do not need to have the review done until August/before AGM
- **ACTION: 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.

7. Committee Update

7.1. Finance Committee, Len

- N/A

7.2. Board Development, Layne

- Means and Ends Policies
 - Ends policy is about what change does your activity bring, who is going to benefit?
 - Means is anything else you do that isn't ends. (i.e. activities like Soccer, SAGE programs)
 - "if the ends are achieved, the means are effective"
 - Discussion of current mission statement and how it does or does not reflect a meaningful ends statements.
 - Because MISA exists, how are immigrants better off?
 - ED compliance/monitoring reporting will become an integrated part of ensuring ends are being met through appropriate means.
 - Policies are fluid and can be updated. Suggestions for changes to activities can come from anyone.
 - Need to have further discussion as we go forward before drafting a new Mission Statement (See EP1 in sample policies).
 - Board workshop in April/May will focus on addressing this.
 - The sample policies presented can be reviewed, discussed and edited to meet the Boards needs and wishes.
 - **ACTION: Board** please review sample policies.

- Policy reviews will go into Board work plan to be reviewed regularly so Board will know everything has been covered.

In Camera Session

Board reported that Jim Brennan has successfully completed the probation period and they agreed to offer him the position of Executive Director. A formal letter of employment will be forthcoming.

The board opened discussion on the matter of contracting with Layne for board development.

Layne declared a conflict of interest and left the meeting at 6:37 pm.

The board discussion ended at 6:50 pm at which time Layne returned to the meeting.

Board reported that they decided to contract with Layne for two workshops as described in his proposal for services, but will not pursue additional services at this time.

8. Upcoming Board Events

- Next Board Meeting March 22, Campbell River

9. Adoption of Consent Agenda

- **Motion:** to adopt the consent agenda as presented
Moved, Seconded, **C**

10. Upcoming MISA Events:

- Walk Away from Racism March 19th, Campbell River
- 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)

11. Adjournment 7:00

Moved

Next Meeting: March 22nd, Campbell River

Consent/Information Agenda

- Minutes of January 26th, 2016 Board Meeting
- ED Report for February
Just heard from the Province on Friday affirming Provincial funding extension
- Committee Reports: None
- Correspondence: None

***Please be sure to update your Volunteer Hours 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 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.
- **ACTION: Board** please review sample policies.

GOVERNANCE BOOKS:

- Barb has Carver, Ends and Ownership (Jan)
- Barbara Wyatt has Carver, Policy Governance Model and Role of Board Member (Feb)