



## MISA North Vancouver Island

### Minutes

#### Board of Director's Meeting

January 10, 2016

Robron Centre, Campbell River

Chair: Layne Marshal

#### In Attendance:

Layne Marshal, Lisa Blackburn, Leanne Brunt, Maria Kirley, Cathy Voth

#### Regrets:

Lorraine Theron

#### 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 Lisa
  
3. Board Development
  - Board performance evaluation
    - A standing agenda item to evaluate "did we do what we said we would do" in our Governance Process policies.
    - A more formal Board evaluation once or twice a year.
  - **ACTION: Layne** will talk to Bruce Brautigan from the Job Shop in Courtenay who has Governance training, to present to us for a half day "Ownership" workshop.
  - Layne has spoken to a potential new Board member from North Island College.
    - **ACTION: Layne** to send around new Board member application for review.

#### 4. Board Policy Review

- EL4 – Financial Planning & Budgeting
  - EL4 refers to ED reporting on *budgeting process* annually in October.
  - Monitoring financial activity *against budget* is covered in EL5 and therefore requires monitoring more frequently throughout the year.
  - ED is also required to report to Board on any significant fiscal issues that may arise at any time throughout the year.
  - **ACTION: Ann** to note EL4 reviewed Jan. 10/17
- EL5 – Financial Condition & Activities
  - Discussed by email through December.
  - Lorraine emailed that restrictions need to be more precise.
  - **ACTION: Layne** to discuss EL5 with Lorraine for potential further revision.
  - **ACTION: Ann** to note EL5 reviewed Jan. 10/17
- BL2 – Unity of Control
  - **ACTION: Ann** to note BL2 reviewed Jan. 10/17
- EL2 – Treatment of Clients and Members
  - Discussed by email through December.
  - Reference to legislation added as a result of email discussions.
  - **ACTION: Ann** to make amendment to EL2 and note review date.
- EL3 – Treatment of Staff and Volunteers
  - Discussed by email through December.
  - Reference to privacy protection added as a result of email discussions.
  - **ACTION: Ann** to make amendment to EL3 and note review date.
- GP2 Governance Style
  - Discussed by email through December.
  - Lorraine emailed that she would like some clarifications.
  - **ACTION: Layne** to discuss GP2 with Lorraine for potential further revision.
  - Board decided to accept GP2 as is at this time.
  - **ACTION: Ann** to note EL2 reviewed Jan. 10/17

#### 5. Monitoring Confirmation

- EL2 – Treatment of Clients & Members
  - **ACTION: Jim** to revise EL2 Monitoring report to clarify ED is reporting full compliance
  - Supporting documents can be made available to the Board upon request.
  - MISA policies and others that are referred to could be named specifically for clarification.
  - Process statements might be helpful even though processes are referred to in the referenced documents.
  - **ACTION: Jim** to consider making wording more process focused on future monitoring reports.
  - Report received.
- EL9 - Communication and Support to the Board

- Report received.

## 6. Financial Reporting

- Cathy and Jim met with MISA Controller in December to discuss financial reports for the Board.
- Three potential reporting formats were circulated with the Board agenda:
  - 1) Income Statement – straight from Simply Accounting
  - 2) Summary report – manually compiled from Simply Accounting
  - 3) Budget vs. Expenditure report – manually compiled regularly from Simply Accounting for ED use.
- How would these reports help the Board govern better?
- What is the question these reports help the Board answer?
- Are these governance tools or management tools that should be supporting monitoring reports?
- ED will decide which report will best illustrate compliance and include it with the appropriate Financial Monitoring reports.
- ED is required to immediately report any situation outside of Financial policy and Board may request additional financial info at that time.
- A quarterly financial report can be included under “Other Information” on the agenda. The bottom right corner of the Budget vs. Expenditure report (totals) would be sufficient.

## 7. Ownership Linkage

- Layne will follow up with Bruce Brautigan as noted above.

## 8. Ends

- No discussion on Ends Policy at this time.

## 9. Consent/Information Agenda

- Minutes of Oct. 11 2016 Board Meeting
- Results of November E-Meeting
- Receive ED Report for December
- Quarterly Financial Reports to November 30<sup>th</sup>
- Receive Committee Reports: None
- Receive Correspondence: None
- **MOTION:** to adopt the consent agenda  
Moved, Seconded, **Carried**

## 10. Other Information

### 10.1. General information

- Ann will sit in as ED at Board Meeting in March and Deb Hall in May as part of succession planning.
- Liberal Party Riding Association has invited ED to sit in with Teresa Wat, BC Minister of International Trade and Minister Responsible for the Asia Pacific

Strategy and Multiculturalism, at a breakfast meeting on behalf of MISA. Jim would like to address rural vs. urban models of service and funding.

- Jim will be presenting on immigration at the Philosopher's Café tomorrow night at Berwick. Everyone is invited to attend.
- MISA heard back just before Christmas break that IRCC was not planning to fund LINC in the North Island. Language services are a core service for supporting immigrants in our region. ED and Management Team put together a business case and garnered support from other local organizations. We were successful and have been offered funding for a pilot project for the first of potentially three years.

#### 10.2. Upcoming Board Events

- Board Meeting, Tuesday February 14, Courtenay  
Refreshments at 5:00, Board Meeting at 5:30

#### 11. Adjournment: 6:50

Moved, Seconded

#### 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:

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**Carver Governance Books:**

Cathy, Staying on Track and Financial Management