



MISA North Vancouver Island

Minutes

Board of Director's Meeting

June 27, 2016

Lewis Avenue, Courtenay

Chair: Layne Marshal

In Attendance:

Layne Marshal, Tracy Kidson, Lisa Blackburn, Len Hiquebran (5:45)

Regrets:

Leanne Brunt, Barbara Walker

Staff:

Jim Brennan, Ann McLeod

Guests:

Cathy Voth

1. Call To Order: 5:38
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 Tracey
3. Minutes Approval
Minutes of the May 24th Board Meeting
 - **MOTION:** to approve minutes of the May 24th Board Meeting
Moved, Seconded, Carried
4. Board Development
 - Understanding and evaluating ED Monitoring Reports
5. Board Policy Review
 - **MOTION:** to adopt Governance Policies as presented
Moved, Seconded, Carried
 - Ends Policies 1a or 1b will need to be chosen in September
 - **ACTION:** Layne will work on cleaning up formatting over summer

- **ACTION: Layne** will work on cleaning up Constitution and By-laws over summer to comply with new Societies Act.
- Meetings will be moved to second Tuesday starting October.

6. Monitoring Confirmation

- Sample Monitoring Report: EL 8 Compensation & Benefits
 - ED reviewed the EL 8 Monitoring Report and proposed Vacation Benefits.
 - Board discussed the interpretation, data and compliance.
- Sample Monitoring Report: EL 8 Compensation & Benefits submitted to and accepted by the Board.

7. Ownership Linkage

- How do we define this?
- **ACTION: Board Members**, think about what kinds of things we can do around the community to get feedback.

8. Ends

- Nothing to review right now.

9. Incidental Information

9.1. Actions Items arising from the last meeting

- Board, look over MISA Mission Statement with thoughts about “for whom, at what cost and for what benefit?” for discussion on June 11th.
 - Done
- Jim to provide a budget monitoring report re: compliance on Financial Policies for the June Board Meeting.
 - Spoke with Layne and chose to do the EL8 report instead
- Layne to send out policy materials in advance of June 11th meeting.
 - Done
- Jim and Ann will clean up the Nominating Committee procedure document and pass it back to the Board for further feedback.
 - In progress

9.2. New Business

- May do an email or Skype meeting over summer regarding the Constitution and by-laws.
- Jim will pursue the potential opportunity to provide immigrant employment counseling in Comox Valley.

9.3. Consent/Information Agenda

- Minutes of May 24th 2016 Board Meeting
- ED Report for June
- Committee Reports: None
- Correspondence: None
- CR Chamber Diversity Leadership Award Nominations

- Board membership renewals due by August 12th

9.4. Upcoming Board Events

- AGM September 27th.
Board Meeting at 5:00, Dinner 6:00, AGM at 7:00

10. Adjournment: 6:27

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:

- **Layne** will work on cleaning up formatting over summer
- **Layne** will work on cleaning up Constitution and By-laws over summer to comply with new Societies Act.
- **Board Members**, think about what kinds of things we can do around the community to get feedback.

GOVERNANCE BOOKS:

- Tracy has Policy Governance Model