



MISA North Vancouver Island

Minutes

Board of Director's Meeting

May 24, 2016

Robron Road, Campbell River

Chair: Layne Marshal

A handwritten signature in black ink that reads "Layne Marshal".

In Attendance:

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

Regrets:

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 Lisa Blackburn
3. Minutes Approval
Minutes of the April 26th Board Meeting
 - **MOTION:** to approve minutes of the April 26th Board Meeting
Moved, Seconded, Carried
4. Board Policy Review
 - A policy review calendar will be created at the June 11th workshop
 - Reviewed Policy BL 5
 - No changes required, will vote to adopt draft policies on June 11th.
5. Monitoring Confirmation
 - ED will provide monitoring reports once the schedule has been set on June 11th.
 - No report at this time
 - The first report will be provided for June Board meeting

6. Ownership Linkage

- Will discuss this further on June 11th

7. Ends

- **ACTION: Board**, look over MISA Mission Statement with thoughts about “for whom, at what cost and for what benefit?” for discussion on June 11th.

8. Incidental Information

8.1. Actions Items arising from the last meeting

- **Jim** to look into Provincial requirements for auditing
 - Not required
- **Board** please review sample policies.
- **Layne** will talk to Barbara Wyatt about taking a leave of absence from the Board rather than stepping down.
 - Barbara Wyatt is unable to continue on the Board at this time.
- **Ann** to send email reminder about renewing board memberships 30 days in advance of AGM.
 - Reminder to be sent to members next week.

8.2. New Business

- BC Societies Act
 - We only need to remove a few things from our constitution nothing needs to be added.
 - Changes to by-laws will be more complicated.
- Signing Authorities – Remove Kassandra Wenaas and add Thuy Sin.
 - **MOTION:** To assign signing authority to:
 - Layne Marshal, President
 - Len Hiquebran, Treasurer
 - Barb Walker, Director
 - Jim Brennan, Executive Director
 - Ann McLeod, Community Connections Worker
 - Thuy Sin, Settlement ManagerAnd to remove signing authority for:
 - Kassandra Wenaasfor Coastal Community Credit Union – General Account [REDACTED] and Gaming Account [REDACTED]
Membership Number [REDACTED] (general) and [REDACTED] (gaming)
Moved by Barbara, Seconded by Tracy, Carried

8.3. Consent/Information Agenda

- Minutes of April 26th, 2016 Board Meeting
- 2016-2017 MISA Budget
- ED Report for May
- Committee Reports: None
- Correspondence: None
- **MOTION:** to Adopt Consent Agenda
Moved, Seconded, Carried

ACTION: Jim to provide a budget monitoring report re: compliance on Financial Policies for the June Board Meeting.

ACTION: Layne to send out policy materials in advance of June 11th meeting.

8.4. Upcoming Board Events

- Board Workshop June 11th, Campbell River
- Next Board Meeting June 28th, Courtenay

- Layne has spoken to Maria Kirley and Cathy Voth re: Board participation. Both have scheduling conflicts.
- Jim will talk to Lorraine Theron.
- Layne suggested the Board could consider changing the Board meeting schedule to earlier in the month. It was also suggested that we look into using technology to enable remote Board participation.
- The Nominating Committee process needs some cleaning up. **ACTION: Jim and Ann** will clean up the Nominating Committee procedure document and pass it back to the Board for further feedback.

9. Adjournment: 6:42

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:

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