



MISA North Vancouver Island

Minutes

Board of Director's Meeting

October 11, 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

Round Table introductions

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 Cathy

3. Board Elections
 - President – Layne Marshal
 - Vice President – Lisa Blackburn
 - Secretary/Treasurer – Cathy Voth

4. Board Development
 - Governance Agenda
 - Focuses on policy discussions
 - Anything that is not policy goes in other parts of the Agenda
 - Consent Agenda

- Consent Agenda is for anything that the Board is required to vote on but which doesn't require a policy discussion.
- Consent Agenda items are dealt with in one motion.
- Anything on the Consent Agenda that needs a policy discussion can be moved to the main agenda at the beginning of the meeting.
- Information items
 - Reports and other information not for policy discussion or requiring a board vote
- Board Work Plan
 - Keeps Board focused on policy review and actions throughout the year.

5. Board Policy Review

- EL1 - Global Executive Constraint
 - Reviewed, no changes needed
- GP1 - Global Governance Commitment
 - Reviewed, no changes needed
- BL1 - Global Board-ED Linkage
 - Reviewed and accepted

6. Monitoring Confirmation

- EL9 - Communication and Support to the Board
 - Definition of 'unsupported': As well as 'providing proof or evidence', support to the Board includes things such as providing meeting space, necessary resources etc.
 - Compliance item #3 refers to advising of the Board's potential non-compliance with governance policy,
 - Compliance item #8 refers to ED's compliance and should be reported anytime it comes up not just through monitoring reports.
 - Monitoring Report received by the Board

7. Ownership Linkage

- **ACTION: Jim** to contact Bruce Brautigam for a ½ day workshop on ownership linkage.

8. Ends

- EP1a - Global Ends Policy
 - Discussed
- EP1b - Global Ends Policy
 - Discussed. Generally thought to speak more clearly and simply to our goals.
 - Adopted with the addition of "At a cost that justifies the funds invested to achieve these Ends."

9. Consent/Information Agenda

- Minutes of Sep 27th 2016 Board Meeting

- Receive ED Report for October
- Receive Committee Reports: None
- Receive Correspondence: None
- **MOTION:** to adopt the consent agenda
Moved, Seconded, **Carried**

10. Other Information

10.1. Positive feedback received from IRCC around the funding proposal. They will be initiating negotiations in next few weeks.

IWC will be looking for new space in Courtenay and Campbell River.

10.2. New Business

- Update Signing Authority
MOTION: To assign signing authority to:
 - Layne Marshal, President
 - Cathy Voth, Secretary/Treasurer
 - Leanne Brunt, Director
 - Maria Kirley, Director
 - Jim Brennan, Executive Director
 - Ann McLeod, Community Connections Worker
 - Thuy Sin, Settlement Manager
 And to remove signing authority for:
 - Barb Walker, Director
 - Len Hiquebran, Director
 for Coastal Community Credit Union – General Account 100017552165 and Gaming Account 100017552249. Membership Number s600705 (general) and 603511 (gaming)
Moved, Seconded, **Carried**

10.3. Upcoming Board Events

- Board Meeting, Tuesday November 8th, Courtenay
Dinner at 5:00, Board Meeting at 5:30

11. Adjournment: 7:05

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:

- **Jim** to contact Bruce Brautigan for a ½ day workshop on ownership linkage.

Carver Governance Books:

Lisa, CEO & Board

Cathy, Staying on Track and Financial Management