



MEETING MINUTES

December 16, 2020 Board of Directors 7:00am

Location: Zoom

Attending: Sandra Sutter, Scott McLeod, Andrea McLandress, Regan Smith Craig Van Dongen, Janel McLaren, Lorne Ternes, Dr. Patricia Makokis, Richard Piche, Todd Pruden

Regrets: ??

Chair: Sandra Sutter

Agenda: See attached

1. **7:06am** Welcome from Sandra
2. Opening Prayer and acknowledgement – Dr. Pat
3. Approval of Agenda
 - Scott moved to accept, Craig Van Dongen second
 - None opposed, motion carried
4. Safety Moment – Andrea McLandress – Healthy Workplaces, On-Screen Meetings
5. Cultural Moment – Sandra – Bill C-15
6. Previous Minutes
 - Confirm attendees and correct date of next meeting to December 16, 2020
 - Motion to accept Lorne Ternes, Seconded Richard Piche
 - None opposed, motion carried
7. Business arising/Action Items
8. President's Report – Motion to accept Scott McLeod, Second Craig Van Dongen
 1. Review of document
 2. Review of committee and chairs
 3. Maureen sourcing gifts for exiting Board members
9. Committee Reports
 - Governance
 - Internal Affairs – Chair – Lorne Ternes
 - Finance Committee – Chair - Andrea McLandress
 - Financial committee met last week
 - Reviewed notes
 - Welcomed Christopher Wright (CPA)
 - Orientation from Garry Schock
 - Will be meeting monthly
 - Reviewed Income Statement – CFAR fiscal year is April 1 – March 31
 - Review of Balance Sheet
 - Andrea has submitted a report, these are the informal notes
 - ICIR/ICE
 - Push to get participants for January course
 - A new brochure will be coming out which includes YTC
 - Courses need to be done in person
 - Fort McMurray has shown interest around the courses

- External Affairs
 - Memberships – Craig and Scott did a lot of phone calls, turned into a lot of emails
 - Discussions around a go-fund-me to raise money for communities during these tough times
 - Membership Drive will be starting soon
 Side note – Include education budget for finance
- Communications
 - Shayne handling website
 - Need to look into how to have people volunteer in this area
 - Follow CFAR on its platforms
 - Need to post upcoming events
 - Need some volunteer management
 - Blogs and podcasts will be done by volunteers
- Other
 - Could we do a conference Q32021
 - Stories/Blogs/Podcasts – Alita to help
 - Online Christmas party – Ugly Sweater – December 23, 2020 4pm
- Next Meeting February 17, 2021 7 am
- Roundtable
- Meeting adjourned 8:47am