



CFAR Board of Directors Meeting November 24, 2023 at Noon Via Teams

Attending: Sandra Sutter, Luticia Miller, Lorne Ternes, Regan Smith, Suzanne Life-Yeomans

Regrets: Brad Sinclair, Todd Pruden

Absent: Mitch Wincentaylo, Janel McLaren

Resigned: Mel Creegan

MINUTES

1. Welcome – Board President 12:06
2. Note Taker for Minutes – Volunteer - Luticia
3. Opening Prayer – Regan
4. Approval of Agenda – Motion to accept by Luticia, 2nd by Regan, motion carried
5. Safety Moment – Sandra - Be careful on wobble board at standing desk, tripping hazard
6. Cultural Moment – Synonymous nature of Indigenous ways and Sustainability/ESG corporate efforts
7. Previous Minutes – Board President
 - a. September – minutes are still not available, can the person who took the minutes please forward them to the entire Board? Might have been Janel, and Luticia may have some notes – update post meeting from Janel – Mel volunteered to take minutes in September
 - b. October – Lorne moved to accept, Regan 2nd, motion carried
8. Financial Statements – Board President
 - a. Current to Nov 11 – presented for information purposes
 - i. Lorne moved to unrestrict the \$4K currently allocated to a restricted account for ICIR/ICE registration to general sponsorship after discussion about Mel Benson's intention of the contribution and his inability to honour the financial commitment to support a staff team mrmbrt (due to his untimely death) combined with the simplicity needed for a new Board and for MNP. 2nd by Luticia. Motion carried.
 - b. Oct 31 – Motion to approve by Regan, 2nd by Lorne, motion carried
 - i. Note: approval includes reposting \$539.40 from **general** accommodation and travel to **events** accommodation and travel
 - c. Move to MNP update
 - i. Sandra invested significant time to bring financial statements and accompanying records up to date, including membership & sponsorship lists.
 - ii. Luticia moved CFAR's physical documents that were at Sandra's house to storage and to her home office
 - iii. Sandra has signed off on the MNP engagement letter. Next steps will include payment and data transfer subsequent to a meeting with the MNP team.
 - iv. E-banking policy needs to be reviewed and approved in order for MNP to manage CFAR's bookkeeping

1. Authorized users: reviewed as a group, changes to include Treasurer and one of the other executive committee members will be included in the next iteration to be circulated first to the Executive and then to the Board, for approval.
 2. Remove requirement for approvals over \$3000 due to existing approval limits within existing policy and governance documents
- d. Go-forward budget notes
 - i. Receivables
 1. 14k receivables (estimate 80% collectable), 2 org sponsors coming up for renewal in the next two months
 - ii. Enserva has applied for funding for the ICIR/ICE instructor lead Lunch & Learn series. If approved, CFAR would receive sponsorship to help coordinate delivery of the series.
9. Committee Reports
 - a. Governance – E-banking policy comments/observations provided by Todd Pruden – e-approval to follow. Discussed in point 8.d
 - b. Membership and Communications – updated confidential information circulated by email to the Board
 - c. Sponsorship – updated information circulated by email to the Board
10. Executive Report
 - a. A question – What would Alberta look like if CFAR disappeared?
11. AGM
 - a. Event planning committee – volunteers needed in addition to Sandra, Luticia and Regan
 - i. Quorum at AGM will be 9 people based on current membership list
 - ii. An Online event is what we have capacity to host financially and physically
 - b. Proposed Theme – 4 Directions, where-to now (Past, Present, Future, Guiding Mission & Vision). Guided by Building Relatives strategic plan.
 - c. Reminder, business to be discussed and voted on is LAST YEAR’S (YE March 31, 2023) business although current information will also be shared.
12. Next Meeting – AGM December 16th at 10 am
 - a. Board meeting to elect the Executive immediately following the AGM
 - b. Need to prepare CFAR members to discuss options to consider moving forward:
 - i. Do members want CFAR to continue
 - ii. In what format
 - iii. What would western Canada look like without CFAR
 - c. These intentions need to be met with commitment from board members as in addition to a survey, in person discussions with key groups of individuals initially, and individuals located near Board members geographically would be undertaken, with scripts and guidelines, all of which need to be organized, co-created and discussed.
 - d. Bylaws require the AGM to be held within 15 months of Year End. Could defer to January if necessary but prefer not to.
13. Adjournment by consensus at 1 pm