



CFAR BOARD MEETING

January 29, 2024 via Zoom

Attending: Luticia Miller, Brad Sinclair, Suzanne Life, Janel McLaren, Todd Pruden, Regan Smith, Sandra Sutter

1. Words of welcome – Luticia 5:05 pm
2. Safety Moment – Regan, break in experience shared
3. Cultural Moment – Sandra, discussion re: claims challenging Indigeneity
4. Opening Prayer - Sandra – Richard Wagamese
5. Approval of revised Agenda – moved by Sandra, 2nd by Brad. Unanimously approved.
6. Approval of Minutes November – to be approved electronically
7. Approval of Minutes December – to be approved electronically
 - a. January Board Meeting minutes – to be approved electronically
8. Administrative
 - a. Communications – Luticia will take over from Sandra, Brad will support (cc)
 - b. MNP / Accounting – Brad will take over with support from Sandra & Luticia (Brad to be set up as signing authority)
 - i. Approval of invoices before sending to MNP to post – 2 members of executive must approve
 - ii. Approval of payables – 2 members of executive must approve
 - c. Maintaining membership and sponsorship spreadsheet – Janel will take it on.
 - i. Process
 1. Member applies
 2. Application forwards to Executive
 3. Executive considers for approval
 4. Member is congratulated and invoiced
 5. MNP prepares invoice
 6. Member pays invoice
 7. Member receives CFAR logo via email
 8. Membership spreadsheet is updated
 - ii. Options:
 1. Advise potential members of the state of the organization and facilitate an informed choice.
 2. Prorate charges
 - d. Computer
 - i. CFAR Laptop (from Maureen) – Currently in Sandra's possession as she has been keeping the bookkeeping and some administrative pieces that are housed on or through it current. [Info@cfarsociety.ca](mailto:info@cfarsociety.ca) is set up on this laptop as is

maureen@cfarsociety.ca . Within CFAR's governance, the board Secretary is responsible for records, and thus for the information on the asset. Sandra will transfer to Janel.

- ii. The Board approved Luticia's offer to purchase the 2nd unused laptop for \$500 plus GST electronically, which was deemed a fair offer related to the asset value remaining and 2023 depreciation not yet posted as well as that the asset is currently sitting in storage. Brad moved to accept the offer at this meeting, Janel 2nd. Motion carried.

9. Bookkeeping

- a. Trial balance – Sandra and Brad to discuss/review
- b. Restricted \$4k – Sandra and Brad to discuss/review, in a previous Board meeting the Board approved the removal of the restriction. MNP will need to implement the adjustment
- c. Receivables - Sandra will review and comment, then review with Brad to identify write-off's and further collections efforts

10. Process of Board Members and recent application

- a. Potential board members are expected to serve on a committee prior to being recommended for acceptance onto a board position
- b. A special meeting will be called for 21 days from now to evaluate any plans brought forward to extend the activity of the organization

11. Adjournment by consensus at 6:35

12. Closing Prayer - Luticia