



**Board of Directors – Open Meeting Minutes
Tuesday, April 26, 2022 at 5:30 p.m.
Zoom Meeting**

Present

Chair:	Susan Fitzgerald
Past Chair:	Mike DeBruyn
Directors:	Alyssa Brimmer, Brian Konst, Laura Miedema
Chief Executive Officer:	Jane Angus
Lead Service Planning Coordinator:	Alison Hilborn
Executive Assistant:	Cindy Landry (recorder)

Regrets: Elizabeth Abraham, Kelly Skrzypek, Greg Hackborn

Guest: Bobby Turnbull

1. Call to Order

Susan called the meeting to order at 5:32 p.m.

2. Land Acknowledgment

Susan read the land acknowledgment.

3. Auditor, Bobby Turnbull from BDO Canada LLP

We welcomed Bobby and introductions were made.

Overall structure should be the same as last year.

Engagement Team: Eardly Judah is the engagement partner and Emily Workman will be assisting. Bobby has been with BDO for 5.5 years, Manager last January. Heavily involved with audits with broad range.

Key dates: Charity return (due by September). May 24th is next meeting (Bobby will possibly try to get drafts by then, if not, at least a couple of weeks before June 28). AGM business meeting is June 28, 2022.

Objectives and Approach: The objectives of the audit are to express an opinion on the Financial Statements and to present their findings to the Board. Performance of audit does not relieve management and Board. The audit is completed using a risk-based approach focuses on materials in statements.

Revenue recognition: Completeness of revenue and that all revenue accounted for. Management override of controls. Potential segregated of duties. Revenue side, confirmation from Ministry (3rd party evidence). Look at revenue analytics year after year. Management override of controls. Journal testing..management

overriding in nature. Segregation of duties in payroll. Free of material in statement of fraud or error. Journal entry testing. Inquire with right individual

BDO plans and performs the audit to determine if fraud is reflected in the Financial Statements.

The Board confirmed to Bobby that they have no knowledge of fraud.

Materiality: The materiality is set at \$29,000 this year, similar to last year. This will increase with the funding that is supposed to increase in April 2022.

Independent: Bobby confirmed that the BDO audit team is independent of Contact Brant.

Executive Limitations: The Executive Limitation for 2022-2023, BDO is comfortable at \$15,000 - \$20,000. The \$9,999.00 that the Board recommended is conservative.

Bobby will get in touch with Jane and Cindy to set dates with year-end trial balances.

4. Agenda - Additions, Deletions, Approval

Motion: To approve the agenda.
Laura and Brian. **Carried.**

5. Conflict of Interest Declarations

None declared

6. Approval of Minutes – March 29, 2022

Motion: To accept the minutes from March 29, 2022.
Mike and Alyssa. **Carried.**

7. Business Arising from Minutes - nothing

8. Executive Reports

a. Chair's Report – nothing to report

b. Treasurer's Report – March 31, 2022 – applied \$613 from unrestricted funds.

Motion: To approve the Treasurer's report as presented.
Alyssa and Laura. **Carried.**

c. CEO's Report

Promo items – Fidget pop toy with logo and cardigan/sweatshirt with our logo.
The board will receive an email asking for preference and size.
Jane reviewed the stats and will send update of missing SPC data.

Motion: To revise the Vacation Policy to include the CEO having the discretion to allocate vacation differentially at hire depending on position, skills, and/or experience.

Mike and Alyssa. **Carried.**

Motion: To approve the CEO report as presented.
Laura and Brian. **Carried.**

9. Committee Reports

a. Policy Review Committee –

Motion: To approve the revised Financial Conditions and Activities Policy and the Purchasing Policy as Presented.
Laura and Mike. **Carried.**

ACTION: Jane will be bringing back the personal leave policy.

b. Nominating Committee – recruitment

Mike has approached someone. Will have to see.

10. New Business

- a. Date for MCCSS Program Supervisor to attend Board meeting.
Invite Scott to the September AGM, so he can come and make introductions from MCCSS.

11. Correspondence

- a. MCCSS COVID-19 Updates Memo
We are mandated to continue wearing masks.

12. In-Camera

Motion: To move in camera at 6:19 p.m.
Brian and Mike. **Carried.**

13. In-Camera Reports (as appropriate)

14. Adjournment

Meeting adjourned at 6:25 p.m.

Next Meeting: Tuesday, May 24 at 5:30 p.m. –
explore the idea of having it in-person and by zoom.

Date

Chair's Signature