Board of Directors
Open Meeting Minutes - Tuesday, June 23, 2026

Present:

Chair:	Patrick Parent
Treasurer:	Emily Miller
Secretary:	Jennifer Tonnies
Directors:	Jill Esposto, Jennifer Kroesbergen, Maxine Lean
Chief Executive Officer:	Sandra Parker
Managers:	Linda McFadyen
Executive Assistant:	Cindy Landry

Regrets: Kimberly Vanderburg, Melanie Graham, Greg Hackborn, Alison Hilborn

1. **Call to Order**
   Patrick called the meeting to order at 9:26 a.m.

2. **Land Acknowledgement**
   Land Acknowledgement was read in the open Annual General Business Meeting.

3. **Agenda –** The incorrect Minutes were attached to the package. Sent out May 26, 2026, for approval.
   Motion: To approve the agenda.
   Jennifer K. and Maxine. **Carried.**

4. **Conflict of Interest Declarations** – none

5. **Approval of Minutes – May 26, 2026**
   Motion: To approve the minutes of May 26, 2026.
   Emily and Jill. **Carried.**

6. **Business Arising from Minutes** - none

7. **Executive Reports:**
   a. Chair's Report

      Email Decisions
      Open Agenda Items

The Board of Directors meeting on Tuesday, April 28, 2026, did not have a quorum.

The following were approved by email.

Approval of Minutes – March 24, 2026
The Board approved the Minutes of March 24, 2026.

Treasurer's Report
The Board approved the Financial Statement effective March 31, 2026.

CEO's Report
The Board approved the CEO's report as presented in the Board Agenda package.

Contact Brant By-Laws
The Board is required to review its by-laws annually and make any recommended changes at least one month prior to the AGM Business Meeting. The current by-laws were last revised in May 2023. There are no changes recommended at this time.

The Board approved the current By-laws for 2026-27.

All of the above were approved by email.
Jennifer K., Patrick, Jill, Emily, Melanie, Jennifer T. Maxine, Greg

Open Meeting – May 26, 2026
The Board of Directors meeting on Tuesday, May 26, 2026, lacked a quorum.

The following were approved by email.

1. Approval of Minutes – April 28, 2026
The Board approved the minutes of April 28, 2026.

2. Treasurer's Report
The Board approved the Financial Statement effective April 30, 2026.

3. CEO's Report
Healthcare Spending Account
Contact Brant provides a healthcare spending account (HCSA) to employees who participate in the health and dental benefit plan. The HCSA is designed to help employees offset eligible medical, dental, and vision-related expenses that are not covered under provincial health insurance plans or the company's group benefits plan.

The HCSA limit is established by the Board each year. The current HCSA limit is $300 per year for each eligible employee. This amount was included in the 2026-27 annual budget.

The Board approved the current HCSA of $300 per eligible employee for the 2026-27 fiscal year.

The Board approved the CEO's report as presented.

4. Policy Review – Financial Policies
The Board is required to review Contact Brant's financial policies annually. The financial policies with recommended revisions are provided for approval by the Board.

Policy Name	Status
FI 01 Financial Management	Revisions recommended as attached
FI 02 Banking	Revisions recommended as attached
FI 03 Investments	No revisions required
FI 04 Payment Requisition and Processing	Revisions recommended as attached
FI 05 Purchasing	Revisions recommended as attached
FI 06 Staff Mileage and Expenses	Revisions recommended as attached
FI 07 Petty Cash	Revisions recommended as attached
FI 08 Payroll Processing	Revisions recommended as attached
FI 09 Internally Restricted Net Assets	No revisions required
FI 10 Accounting for Contributions	Revisions recommended as attached
FI 11 Tangible Capital Assets	No revisions required

The Board approved the revisions (where relevant) to the financial policies.

All of the above were approved by email.
Jennifer K., Kimberly, Maxine, Patrick, Jill, Emily, Melanie, Jennifer T., Greg

Motion: To approve email decisions over the summer months.
Emily and Jenn T. **Carried**.

Motion: To approve the Chair's report as presented.
Jill and Emily. **Carried**.

b. Treasurer's Report – May 31, 2026
Motion: To approve the Treasurer's report May 31, 2026, as presented.
Jill and Maxine. **Carried.**

Motion: To approve the revised Budget for 2026-27.
Emily and Jennifer K. **Carried.**

c. CEO's Report

Motion: To approve the CEO's report as presented.
Maxine and Jenn T. **Carried.**

8. **Committee Reports -** none

9. **New Business –** none

10. **Correspondence –** none

11. **In-Camera**

Motion: To move to in-camera at 9:59 a.m.
Jill and Jennifer K.. **Carried**.

12. **In-camera reports** - none

13. **Adjournment**

Motion: To adjourn the meeting at 10:20 a.m.
Emily and Jill. **Carried.**

Next Meeting: **Tuesday, September 22, 2026 at Walter Gretzky Golf Centre**
Annual General Meeting followed by the Board Meeting.

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Date	Chair's Signature