

GFSI Management Team, Sept. 13, 2021 @ The Ville, 3:30pm

Present: Sandi MacKinnon, Susanne White, Bill MacKenzie, John Coates, Mike Toole, Scott Henwood, Shirley Cleave, Ricardo Nicolini, Hayley AuCoin, Ben Griffin

Regrets: Promise Mwenga

Minutes recorded by: Hayley AuCoin

Meeting Agenda:

- Bylaws review
- Reports Q&A
- AGM Agenda
- Request for carry-over funds
- Financials
- Other Business

Bylaws review

- Need to create a seal.
 - Sandi to find out what goes on an official seal.
- Changing the way people become a member of GFSI
- Don't have a hard bound minute book with signatures in it.
 - Need something more official.
- Need to rationalize the number of 5 members.
- Formalized the role of past president.
- Minutes being kept by the secretariat on behalf of the organization.
 - Secretary wouldn't have to do meeting minutes, just ensure they are done.
- Added stewardship committee chair category
- Added member at large category
 - Related to the issue of number of members.
 - Might say up to three members at large.
- General discussion around changing the co-stewardship committee chair to just one chair.
 - Need to tweak bylaws or practice.
 - Could keep co chairs and just have a vacancy.
- Have members propose meeting dates at the AGM for the year.
- Name officers of the corporation in stewardship minutes.
- Need to reconsider the notion of signing bills of exchange by two people. Reconsider from a financial liability perspective.
 - General discussion:
 - If something is budgeted and approved one signature is enough.
 - If something is outside of the budget, require two signatures.
- Need signatures on every management meeting minutes.
 - Change wording to electronic recording instead of minutes.
- Need to get directors and liability insurance in order.
 - By laws need to say "GFSI will carry directors and liability insurance"

Reports Q&A

- Questions for Sandi's monthly report:
 - Sandi to send links for past reports to Ben.
 - Question about use of students in regards to RC project proposal.
 - Challenges with the caring calendar.
 - Need to re-engage the community again.
 - Maybe a monthly reminder/desktop icon that will remind people to use the calendar.
 - Letter of support to PAC.
 - General discussion on whether the board should sign letters of support.
- Questions for Suzanne's monthly report:
 - ESIC concerned with transportation.
 - General discussion about Rural Rides NB (Volunteer Drive Service)
 - Operate out of Moncton. Serves Moncton, Sackville, Rexton.
 - Rural rides to offer service in Fredericton.
 - Could do a lot of the work Moncton.
 - Required here in our community: administration, recruit drivers, onboarding drivers, a face-to-face liaison with drivers.
 - Could have one to three volunteer drivers (Fredericton, Oromocto, New Maryland)
 - One volunteer manager.
 - Taking it to the board in October.
 - Would fulfil requirements with ESIC.
 - If not Rural Rides, must look to a start up, or make it something GFSI needs to manage.
 - Need to have a conversation about what GFSI needs to provide to make this program successful.
 - Ben can help with requests and promotion.

AGM Agenda

- Marcelle Lebrun and Sara Davidson are going to present.
 - Present at the beginning. Put them first and second on the agenda. After approval of agenda and minutes.
 - Can stay if they choose.
- Specific motions:
 - Executive reappointments: Bill & Scott
 - John will make the motion.
- Cover the planning exercise in the President's Report.
- Sandi will work out the time frames.
 - 20 minutes including questions for each guest speaker.
 - 15 minutes for Bill to discuss the Presidents report, planning session, and update on bylaw review. This will act as an extension on the President's report.
 - Sandi and Suzanne will keep their presentations to 15 minutes.

Request for carry-over funds

- Money left over from ESIC contract.
- Request for \$250
 - Planning focus group sessions with new immigrants. Want to give each participant 25\$ for attending.
- Would like to allocate \$500 for the organization of the national affordable housing event.
- Would like to donate \$500 to L'Arche for a program at the Charlotte Arts center.

Motioned: Shirley Cleave

Seconded: Bill MacKenzie

Financials

- Wilsons wanted a copy of financials before they would renew the insurance.
- Might need 2-3 people to sit down with Sandi and the accountant.
 - General discussion
- Moving forward: proposition to hire a bookkeeper and keep Promise as treasurer.
 - Should this person be a newcomer hired through NB Works
 - Unsure if this funding can be part time.

Other Business

- Ben to explore the cost to support our NPO Centre at the Ville.

Next Meetings:

- Stewardship Meeting, September 23rd @ 4:30