



Community Action Initiative Society of BC (the “Society”)

Board Meeting Minutes

April 24, 2020

Present: Shelagh Turner (on phone)
Connie Easton (on phone)
John Higenbottam (on phone)
Melinda Markey (on phone)

Regrets: None

Opening

Meeting called to order at 2:06 PM.

MOTION made by Connie to open the meeting. All in favour.

No **MOTION** for approval of previous minutes as this is the first board meeting of the Society.

Executive Director’s Report – Budget Review

Directors reviewed the 2020-2021 draft budget (att. Ppt “CAI Budget Narrative – 2020-2021”). Key discussion points:

- Statement of financial position was reviewed, noting the impact on the general fund after this fiscal.
- Monetary impact of unionization was discussed, notably the \$45,000+ annual increase in the cost of wages and benefits.
- Is there an option to find more savings in rent? No, the rent did increase this year (from \$3200 to \$3500/month) however it includes phones and utilities. No savings to be found unless CAI moves to an entirely virtual workforce and contracted/consultant employment model.



- Travel has been eliminated from most portfolios. Keep funds for travel (e.g., 2 x trips to Victoria) in the general fund.
- Review D & O insurance estimates to ensure the \$4K currently allocated is sufficient.
- Add a line item to the general fund for equipment.
- 9504 has a deficit due to multiple project extensions and renewals within the context of finite admin dollars. Summarize the financial history of the portfolio and present to MMHA.

MOTION made by Shelagh to approve the 2020-2021 CAI budget with two conditions: 1) CAI will work with government to ensure the deficit in the OERC portfolio is addressed; and 2) Melinda will adjust budgets to ensure admin fees are redirected to CAI's general fund. All in favour.

Discussion continued with general guidelines regarding CAI funding arrangements. No funds are to be accepted without sufficient administrative support included. In new projects, rather than use funds as a 'hold over' to pay wages into a new fiscal year, transfer those funds to CAI's General Fund.

Due to COVID-19 related project extensions and delays, the pandemic has had a financial impact on CAI in terms of fixed costs and wages. There may be a need to redirect funds to currently earmarked for community to support CAI's core infrastructure needs.

Additional Business

A plan for Board Director recruitment is to be presented at the next meeting.

A meeting is to be set up for the current directors, Executive Director and CEO of CMHA BC Division.

Agreement on frequency and timing for board meetings, which will take place monthly, the last Friday of each month from 2-4PM.

Closing

Next Board meeting is scheduled for May 29th at 2:00PM via Zoom conference call.

MOTION made by Shelagh to adjourn the Board meeting at 3:44PM. All in favour.



Action Items

Items	Owner(s)	Deadline
Budget Revision	Melinda	May 22
Project Status Summary for OERC	Melinda	May 11
DRAFT Director Recruitment Plan	Melinda/Shelagh	May 22
Meeting set for CAI + CMHA BC Division	Shelagh	May 11
Reach out to Catherine Hume re: BOD Membership	Shelagh	May 29