



Board Meeting Minutes

November 5th, 2020. 12:30pm Zoom

Attendees: Peter Mokrycke, Harry Stinson, Sue Carr, Suzanne Zandbergen,
Stephen Colville- Reeves, Christine Furtado and Rachel Braithwaite

Item	Motion	
1	Approval for the creation of the position of Digital Marketing Coordinator to commence September 2019 for 20 hours a week at \$19/hour. Rachel to handle hiring.	Michal and Christine moved all approved
2	Approval to hire Avril McMeekin for the position of Digital Marketing Coordinator.	Michal moved all in favour
3	Approval for the position of Executive Director to increase to full time hours (37.5 hours a week at same hourly rate \$20/hour) starting January 1 st 2019. To equal a salary of \$2,608 per month	Michal moved all in favour
4	Confirm receipt of the auditors management letter which identified a significant deficiency with regards to the postings of entries without review	Christine moved all in favour
5	Approval of the draft financials received from auditors	Michal moved all in favor
6	Approval for Avril to take an unpaid leave from July 24 th , 2020 to September 8 th	Michal moved all in favor
7	Approval for Avril to return September 8 th on reduced hours (12 hours / week rather than 20)	Michal moved all in favour
8	Approval to switch accountants to Michal R. Cybin & Associates from Paul Donahoe in order to get assistance with monthly entries	Stephen moved all in favour
9	Acknowledge receipt of the funds from the Arbor Day Foundation Grant of \$13,664.42 to be used towards boulevard Depaves at 539 and 579 Barton St E. Rachel and Michal to oversee allocating funding to expenses related to boulevard depaves.	Suzanne moved all in favour
10	Approval for the 2020 AGM to be held on December 8 th , 2020 at 6:30pm via zoom.	Harry moved all in favour

Actions: - draft job contracts for Avril and Rachel, establish HR Committee