



Mission: a youth-driven, provincial, non-profit organization dedicated to improving the lives of young people in and from care in BC, between the ages of 14 and 24.

**BOARD MEETING Minutes
Wednesday, Dec 13, 2017
5:30 – 7:30 pm**

Present – Kian Ghanei (recorder), Debbie Cox (chair), Gary Tennant, Jules Wilson (ED) via conference call.

Regrets- Chelsea Turpin, Katherine Ritchie, Katelyn Crabtree, Lexani

| Time | Item | Details | Action Requested | Related Documents |
|-------------|--------------------------|--|---|--------------------------------|
| 5:30 – 5:40 | Welcome, agenda, minutes | Welcomes, check in Review agenda, sign off on minutes | Agenda approved November Minutes approved by Gary and Kian | Minutes, Agenda pre-circulated |
| 5:40 - 6:15 | Chair Update | <p>Chair update</p> <p>Violet-Rose's resignation form the Board. Debbie provided a brief update on Violet-Rose's resignation from the board.</p> <p>Board Items and Voting process. We briefly discussed the process of dealing with board items and our voting process. It was determined that the voting does not need to happen at the AGM and it can be done ahead of time.</p> <p>3 year Board Contracts, Expiration and Re-election:</p> <p>Debbie and Gary mentioned that their 3 year term is coming up and that we needed to develop an appropriate process for re-election that met with required standards.</p> <p>It was agreed that we need to contact the Bylaw Office to see if the remaining board can keep their membership until the upcoming AGM or the Special AGM. Gary, Debbie and Katelyn will further discuss this. It was also brought up that we needed to confirm the number of board members we can technically have.</p> <p>Q2 Reports: We reviewed the Q2 report created by Jules. It was agreed that it was very helpful to gaining a better understanding of what was required and where we are in achieving our targets. The consensus is that it is important to have all board members read the Q2 reports and familiarize ourselves with the deliverables.</p> <p>Sync Set up and Coordination: We have asked Katherine to set up with board with Sync by January 15th, 2018.</p> <p>Prioritizing Tasks for board meetings: It was discussed that it would be important for us to prioritize and list important tasks for the board to complete during the year. Furthermore, Debbie agreed to take the lead and provide us with prioritized list of actionable items to complete at each board meeting.</p> | <p>Contact the Bylaw Office</p> <p>To be completed by Katherine by Jan 15th 2018</p> <p>Starting February 2018</p> | |



Federation of BC Youth In Care Networks

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| | | Debbie and Jules discussed the financial data relating to our deliverables and it was agreed that we will have these numbers for the Q3 ED report. | Completed by end of Jan 2018 | |
| 6:15 – 6:45 | ED Updates | <p>Gathering our Voices:</p> <p>Jules expected a budget of \$3500 for 4-5 people to attend. It was suggested to have those attending to be within close proximity to each other and the venue. Debbie requested for Jules to provide a more information about the event and our objectives / ROI. The event is expected to be at the end of March 2018 and held in Richmond.</p> <p>Youth Retreats:</p> <p>Kian and Jules discussed the Youth Retreats and determined that it would be helpful to create a cost/benefit calculation and have this completed by February 2018.</p> | To be completed by Feb 2018 | |
| 6:45 - 7:05 | Committee Updates | <p>Finance Committee: Gary discussed the Finance Committee meeting with Kian and it was brought up that we would be wise to review our current Finance and HR Policies and Procedures and to make sure that any needed amendments are made.</p> <p>25th Anniversary Committee: Jules has agreed to follow up with Brittany to see if she's been able to send out a volunteer posting in light of Rebecca's absence.</p> <p>Youth Advisory Committee: Jules has requested 2 board members to take part in the Youth Advisory Committee by Jan 2, 2018. Debbie recommended it would be useful to have a face-to-face meeting with the youths in the committee on a quarterly basis. It was suggested that this can be done in quarterly 30 minute conference calls. Furthermore, Jules agreed to send out a blurb on what the Youth Advisory Committee is looking for and we can send it out.</p> | <p>Request to receive our existing HR and Finance Policy and Procedures Manuals</p> <p>Gary to follow up on this too by Jan 15 2018</p> <p>Deadline of Jan 2nd 2018. Email to be sent to Debbie??</p> | |
| 7:05– 7:15 | Closing | | | |