



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, May 10, 2017
5:30 – 7:30 pm**

Present – Violet-Rose Pharoah, Chelsea Turpin, Katherine Ritchie, Katelyn Crabtree (recorder), Jules Wilson (ED), Gary Tennant (acting Chair)

Regrets- Debbie Cox

Time	Item	Details	Action Requested	Related Documents
5:30 – 5:45	Welcome, agenda, minutes	Welcomes, check in Review agenda, sign off on minutes	Agenda approved April Minutes approved	Minutes, Agenda pre-circulated
5:45 - 6:15	ED Update	<p>ED update</p> <p>Staff update</p> <p>Dacha will be leaving her part-time position with the Fed. now that she has completed her degree to take on full time work. Congratulations to Dacha.</p> <p>Chris will be leaving the Fed after eight wonderful years. He will be moving with his partner to Calgary. Chris will be with us for the SCM and then work remotely for his last few weeks of work with a focus on passing on program knowledge and wisdom. Congratulations to Chris. He will be missed - we are very grateful for the contribution he has made to the Federation of Youth In Care .</p> <p>ICBC Bursary Program</p> <p>We have received 33 bursary applications with the majority from the Lower Mainland and Vancouver Island with a few from the Interior and none from the North. If the Bursary Committee approves all 33, most of the fund will be spent this round. The benefit is that we will have most of a year to follow the progress of youth as they complete the steps toward getting their DL. We will also explore opportunities for more funding. And we will continue to promote the bursary in the North. It's an important question given the vulnerability of youth up north with transportation issues and the remoteness of many of the communities.</p> <p>MOU RayCam is reviewing the MOU to house the vehicle and will respond toward the end of May.</p> <p>Next Youth Retreat and AGM, June 2 to 4</p> <p>30 applications have been received so far. Board was asked to determine which board members can make it.</p> <p>We will not be providing the update on Bylaws at this SCM.</p> <p>Equipment contracts, etc. Jules provided Information updates on renewals of equipment contracts (copier, phones, etc).</p> <p>Our office building has been sold – we have received written notice that our lease is unaffected.</p> <p>GST: MCFD has repaid the past three years of GST. We are now requesting that we not be charged GST in the future.</p> <p>Fundraising: Jules spoke with company in the early stages of setting up a foundation to fund nonprofit projects. They seemed very</p>		



		<p>optimistic about being able to assist the Federation. Jules plans to have another meeting in the next week or two and will provide a further update.</p>		
6:15 - 6:45	Committee Updates	<p>Gary – Finance Committee</p> <p>Surplus Pace Accounting estimates that we can anticipate a surplus from fiscal 2016 of between \$20,000 and \$40,000. We anticipate that by mid June we will have final solid figures once all bills and taxes are accounted for.</p> <p>GST You may recall our negotiations with MCFD re GST charges. MCFD has now repaid to the FBCYICN GST from the past three years. Once the GST amount is reviewed by Revenue Canada, we will receive some \$'s back.</p> <p>Rental agreement – signing bonus In May/June we will receive a signing bonus of \$50,000 for renewing our 5 year lease without requiring renovations, etc. If we break the lease, we forfeit the bonus. The Board agreed that this money will be held in a separate account and the principal will not be used until the lease expires. However, we recommend that any interest on the \$50,000 be used in Fed programs.</p> <p>Fiscal 2017 Budget At the April Board meeting, the Board accepted the budget option that did not project a deficit, Option A (2017/18 Annual Planning and Budget Primer & Decision Request). The Board requested additional financial documents so that we could review the amounts to be spent in the budget categories. These have been forwarded to you in an earlier email.</p> <p>Board decision: keep the total budget at the Option A total until Fiscal 2016 is finalized at which time the Board will decide how to deploy any surplus. Fortunately, the MCFD Income Stabilization Fund will increase staff salaries 7% by the end of Fiscal 2017.</p> <p>A number of potential areas to increase the budget have been suggested by staff and Board members. The Board will not make final decisions on budget changes until:</p> <ul style="list-style-type: none"> • the Program Review is completed • we know the size of the surplus • we have compared salary levels with other nonprofits. <p>Katelyn – HR Committee There will be two staff vacancies: a program manager position and a coordinator position. The main issue to be addressed is what to do in the interim for these positions while hiring. The board needs to consider if a temporary contract to assist with the Canada 150 grant would be of assistance or create more work in the long run.</p> <p>Work with Board and E.D. to determine whether a temporary contract should be implemented until permanent positions are hired. Will</p>	<p>Budget spreadsheets circulated</p> <p>Soft deadline for posting positions May 19.</p> <p>Circulate Canada 150 Contract to Board.</p>	



Federation of BC Youth In Care Networks

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		<p>review Canada 150 grant to assess whether a temporary contract would work for deliverables.</p> <p>Overtime - Need to provide an update to all staff re: overtime protocols</p>	<p>Soft deadline for reviewing Canada 150 grant and deciding on temporary contract May 20/21.</p> <p>Review and bring forward.</p>	
6:45 - 7:10	Chair Report	<p>Board members – Debbie sent her regrets and hopes to gradually return to the activities of the board. Her husband is on the mend.</p> <p>Nominees – We sent an email out to the Board Nominees. Two withdrew their applications. One nominee has responded that she can attend the SCM.</p> <p>Program Review - Ian Mass has agreed to conduct the program review. Ian is the former ED of Pacific Community Resources and is very familiar with the work of the Federation through his years working in the field and especially at the Youth Advocates office. The process will begin later this month.</p> <p>Youth criticism response – Youth have not responded to our request to meet. They have may have additional thoughts to express at the SCM.</p> <p>Annual General Meeting and Youth Retreat – Board members who will be able to attend the SCM. Chelsea and Violet-Rose will be at the AGM on Sunday. Gary will be able to attend from Friday to Sunday.</p>	<p>Staff initiated a card for Debbie that Board members signed and sent.</p> <p>Jules/Shaelyn to Follow up with nominees</p>	
7:10 - 7:25	Discussion	<p>Board members discussed the timing of the discussion of issues at the AGM. The concern was that there would be little time to process and to arrive at shared understandings.</p>	<p>Consider ways to discuss contentious issues earlier during the SCM.</p>	
7:25- 7:30	Closing	<p>Action Items: see above</p> <p>Next meeting: June 14th 5:30 to 7:30</p>		
7:30- 7:45	In-camera			