**Jimmy Pratt Memorial Outreach Centre**

Board Meeting: January 30th 2019 4:00 pm

**Present:** Elizabeth Horwood, Treva Aberle, Kerri Best, Christine Clouston, Anne Marche; Don Bradbury, George Parsons

**Regrets:**, Chris LeGrow, Linda Andrews

**The meeting was called to order at 4:10 pm by Chair, Elizabeth**

**Adoption of the Agenda:** Several items were added under Other business**.**

1. **Volunteer Week -** Elizabeth
2. **Information Item –** Kerri

Moved by Christine seconded by Anne that we add the items. (motion carried)

**Adoption of Minutes of the December 10th Meeting:** Moved by Christine seconded by Kerri – (motion carried)

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The Chair decided to change the items that could be delt with quickly to allow more time for agenda items that would require more time. The meeting agreed with the changes of order.

**Correspondence:**

1. Insurance Renewal: Following a brief discussion regarding price, it was decided to check with Steers, our current provider to see if they might consider doing better re: price of Directors Liability. \*
2. The Chair read the letter from Gifts with Vision outlining the enclosed payment and the manner in which additional payments would be received. There is a 15% administration fee. George suggested that we could allow 5K for projected revenue in this year’s budget.

**Business Arising:**

1. **Policies and Procedures Guidelines:**

The first completed draft of the revised guidelines was tabled, and the directors were asked to review the document for discussion and changes at the next board meeting. The committee had met several times and collectively prepared the tabled draft. \*

1. **Board Vacancy:**

Elizabeth reported that she had spoken to Rev. Peter and he is waiting to hear from Christine. It was agreed to hold this topic until after the briefing on the Strategic Opportunities Report meeting on January 31st, 2019.No further discussion ensued.

1. **Executive Committee Meeting December January 14th, 2019**

It was suggested that this was a good meeting and several items were discussed however, minutes were not kept. The main topic of discussion was the financial future of the Jimmy Pratt Centre. A decision was made to hold future Executive Meetings one hour before the intended start of the board meeting. This would allow for clarification of items and actions from previous board meeting to help generate discussion oat the board meeting to follow that evening.

1. **Hot Soup Cool Jazz:**

Kerri presented a brief overview of planning phase of HSCJ for this year’s event scheduled for April 30th, 2019. The board are currently in planning mode and have assigned roles to directors and committee members. Joanne Cag has been added to the team and is responsible for ticket sales and auction items. It is intended that she work with George in this regard. All tax receipts have been mailed prior to Christmas.

George advised that he has already met with Joanne and provided her with the ticket sales for individual and table sales as well as silent auction. George requested that he be replaced on the HSCJ Board due to the increase in work load, and diversity of task functions at that time. Her suggested that he continues to have limited time but will offer help where possible.

1. **Incident Report:**

A draft copy of an Incident Report Form was tabled. The form itself was based on a form utilized by the Salvation Army and was modified to be more suitable to our needs. Kerri suggests that training be offered to all team leaders and manager and offer to send links to OHS site that provides several forms that could be considered. \*

**Operations Coordinator’s Report:** (see attached copy)

**Finance Report:**

Christine advised the board that she and Elizabeth along with John (bookkeeper) and George have met to review the first draft of the Budget 2019 and are seeking to clarify the various categories of revenue especially sponsors and donations. It was felt that the chart of accounts needs to be broken out more to allow for easier tracking. She stated that we are down 34K from the previous fiscal year. George pointed out that we are down less than 5K based on the amount set forth in the 2018 budget.

It was further explained that gifts in memoriam, government programs and other donations are difficult to project. However, tracking revenue and expenses based on the approved budget is a better system than year over year.

The group will be meeting again, and a second draft will be prepared and tabled for board approval. A meeting is tentatively scheduled for next Wednesday.

The incoming signing officers need to visit RBC to give a sample of their signatures and these being removed from signing authority also needs to be there.

Minute of the meeting approving these changes is as follows

**Board Meeting Excerpt**

At the January 30th, 2019 meeting of the Jimmy Pratt Memorial Outreach Centre’s Board of Directors, the following motion was tabled.

***Moved by Don Bradbury and seconded by Treva Aberle (both Directors of the Jimmy Pratt Centre Inc.)***

***To ensure that cheques are signed in a timely manner, all cheques will require at least two signatures. and that any two of the following four directors shall be authorized as the signing officers on all cheques and that Kerri Best’s name be removed.***

***New Signing officers:***

Elizabeth Horwood Chair

Anne Marche, Vice Chair

Christine Clouston, Treasurer

Linda Andrews, Secretary

***Motion Carried***

***Recording Secretary Linda Andrews***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fundraising:**

Anne suggested the board consider doing cold plates as a fundraiser. This could yield as much as 3 or 4K. To be discussed at the next meeting.

**Other Business: (Kerri)**

Kerri table her letter of resignation effective March 30th, 2019. She stated that work commitments in running two companies would not allow her to do justice to her role as a director with the Jimmy Pratt Centre. Elizabeth thanks her for her valuable service and contribution to board success.

There wasn’t formal motion to accept the resignation. Kerri did indicate that the board should appoint a replacement for on HSCJ and indicated that she would continue to help. She also mentioned the possibility of Andrew Rowe as a possible replacement as a director at large and that he had expressed an interest.

Kerri’s resignation certainly came as a surprise and a disappointment however, she will continue to help out with HSCJ and as a breakfast team leader.

**Actionable Items:**

1. **Contact Steers Insurance – Elizabeth**
2. **Send Links to George – Kerri**
3. **Arrange Bank Appointment for signing – Christine**
4. **Meet with Minister – Christine**
5. **Policies and Procedures Guidelines Review - Board**

**Date for Next Meeting:** February 27th 2019