



MINUTES

Board of Directors Meeting
May 13, 2015
5:30 PM
PSAC Boardroom

Present: Tracy St. Denis, chair; Deborah Ross, vice-chair; Katherine MacDonald, treasurer; Penny Ballantyne, Kimberly Doyle, Matthew Spence, Craig Yeo and Candace Thorne, Executive Director

Regrets: Gayla Thunstrom, Jeff Fowler, Julie Green, Paul Gillard, Cameron Buddo, and David Connelly

1. Welcome

2. Review Agenda

Motion to adopt by Craig, seconded by Kim with item number 10 revised to reflect the meeting of June 16th at Baker Centre. Carried.

3. Review previous minutes

- a. Meeting minutes from April 8, 2015 were reviewed. Motion to adopt by Matt and seconded by Kim. Carried.

4. Financial update

a) Treasurer financial update – Katherine is projecting the net loss for the fiscal year at \$11,000. We currently have \$65,000 in the bank. She reported she had no new numbers at this time and would present a budget for the new fiscal year at the June meeting.

5. Campaign Update/Planning

- a. Days of Caring – Kim reported June 15 – 20 as the tentative dates with possibly four groups looking for assistance including Avens (yard work), Foster Families (two outhouses), YMCA (vegetable and flower boxes) and maybe one more group. Craig will talk to members and employees of the UNW for volunteers. As well we would look to the three banks who previously participated. The message for GNWT volunteers could come from a message in the newsletter.

Craig suggested we work with Labour to promote our items at the Trade Show in 2016.

- b. GCWCC – Matt reported that he is looking to other departments to identify campaign champions. He has contacted the United Way lead and working on a list for emails with no administrative support but will figure it out. He hopes to table United Way at the Federal Council which is made up of the three Northern territories. He has ordered forms as well as posters. Looking to hire a summer student for a few months for logistics.
- c. GNWT – Deborah reported that a post mortem would be held with the departmental coordinators to see what worked, what didn't, what we could change, etc. Tracy and/or Deborah will attend an Employee Services Benefits staff meeting in June to talk United Way as the forms are now part of the new employee orientation sessions. The Executive Committee would look at campaign dates at the next meeting and make recommendations to the board.
- d. Labour – Craig reported that another member of the UNW, Alex Lmbrecht would be nominated by Labour to replace Gayla. Tracy thanked Craig for his continued social media assistance.
- e. NorthwesTel – Candace reported that on May 1, 2015 Paul had arranged for two events for United Way. Two guest speakers participated and approximately 15 participants. NorthwesTel matches the program with 50%. Pauling working on getting that increased to 100%.

6. Executive Director's report

- Communication: email to donors to show recipients, Children First – Inuvik, Days of Caring. Use Constant Contact. This should be sent to Craig for review. Transition plan for the next few months with the Chairperson. Planning underway for fall campaign. Photos and content was discussed. We could request recipients provide us with messages.
- Database: contract fell through. Use Office Compliments.

Tracy St. Denis noted that the Executive Director has tendered her resignation effective July 22, 2015.

7. President's Report:

- Executive Committee has recommended that the job description for the executive director be re-written to a Campaign Coordinator role with a salary of \$30 per hour. This should be advertised with a June 5 closing date. The hiring committee will be Julie, Penny and Tracy. Motion made by Deborah and seconded by Kim. Carried.
- Tracy reported a letter was received from UW Centraide regarding the membership review. They advised they are well aware of our challenges.

- Tracy also advised she had sent the proxy attendance for the AGM to UW.

7. Meeting Adjourned. Next meeting June 16th at 5:30 p.m.at the Baker Centre.

April Action Tracker

| Activity | Task | Due Date | OPI | Status |
|----------|---|--------------|---------------------------|--------------------|
| Campaign | Contact prioritized business list to establish payroll deduction plans; set goals and timing; work with labour to get in the door | ongoing | Cameron David Craig | |
| Campaign | File paperwork with United Way/Centreaide to be reimbursed for GCCWC paperwork | Immediate | Katherine/Candace | |
| Campaign | Report on BMO, CIBC and RBC results | 13 May 2015 | Cameron/ Candace | Pending |
| Campaign | Firm up administration support for GCCWC | 13 May 2015 | Matt | |
| Campaign | Decide whether to organize a labour/UW mixer mid-June | 13 May 2015 | Craig | |
| Admin | Inform United Way/Centreaide review engagements will replace audits starting in 2014-15 | Sent | Tracy | They responded no. |
| Admin | Preliminary financials for year end and budget for next | June 16 2015 | Katherine | |
| Admin | Update thank you section of website | ongoing | Julie | |
| Admin | Fix login problems for Matt, Cameron, Deb and Katherine | Immediate | Julie | |
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