



Resource Centre for Independent Living
 6 Albert St, Parry Sound, ON
 September 15, 2016 @ 2 pm

Research, Information, Support, Empowerment

<i>Name</i>	<i>Status</i>	<i>Name</i>	<i>Status</i>
Chair – Naireen Lowe	P	Al Martin	A
Vice Chair – Darrell Smith	A	Andrew Gustafson	A
Secretary/Treasurer – Laura Munn	P	Dan Thompson	A
		Janice Lehman	A

<i>Invited Guest(s) – Non Board Members</i>	<i>Status</i>
Tabitha Stapleton (Bookkeeper)	P
Tammy Gould (Executive Director & Direct Funding Program Coordinator)	P

**WE DO NOT HAVE QUORUM TO MAKE THE PROCEEDINGS
 OF THIS MEETING VAILD**

<i>AGENDA ITEMS</i>	<i>ACTIONS</i>
1. Acceptance of Agenda	
2. Declaration of Conflicts	
3. Approval of Last Month's Minutes	
4. Financial Report (see attached)	
5. Chair's Report	
6. Executive Director's Report (see attached)	
7. Committee Reports <ul style="list-style-type: none"> ○ Fundraising / Promotions (see attached) 	
8. New Business	
9. Next Meeting:	October 20, 2016 @ 2:00 PM

 Chair or Vice Chair

 Secretary/Treasurer

FINANCIAL REPORT

September 15, 2016

Bookkeeper's Report

Cash flow is good at the moment. We do need someone who can work on getting new ads and delivery, we will possibly have to pay someone to do this.

Coffee Breaks – Still putting it out into the community. Have lost two ads, Festival of the Sound and Reekie's Dentistry. *Leaves us with six.*

Buttons – No new orders.

Attached: Aug. Monthly Reconciliation
September's Cash Flow

Tabitha Stapleton
Bookkeeper

Bank Reconciliation

Month of August 2016

Balance per Bank Statement-August 31/16	\$	46,855.25	
Outstanding Cheques	\$	-	
	\$	-	
Total O/S Cheques	\$	<u>-</u>	\$ 46,855.25
General Ledger Balance	\$	46,855.25	
	\$	-	
	\$	-	
	\$	-	
	\$	-	
	\$	-	
			\$ <u>46,855.25</u>
Balance	\$		\$ -

CASH FLOW Sept. 15/16

Bank Balance Sept. 15/16 \$ 50,422.02

Outstanding Cheques

4399	\$	772.50
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-
	\$	-

\$	772.50
\$	<u>49,649.52</u>

CHECK BOOK BALANCE

\$	49,649.52
\$	-
\$	-

Difference of

\$	<u>49,649.52</u>
\$	-

Executive Director / Direct Funding Report

Board Meeting, September 15, 2016

Just returned from vacation (Sept. 2 – 11) – not much to report this month

Executive Director:

- IL Canada is hosting their annual AGM at The Albert at Bay Hotel, in Ottawa ON, on Friday, Sept 30th and Saturday, Oct. 1st. Travel days will be Thursday, Sept. 29th and Sunday, Oct. 2nd. In my absence, Naireen (Board Chair) has agreed to attend.
- No news from IL Canada since the last report.
- Placed a call to the Director of Finance regarding our move to a bigger office. No return call as yet. Still waiting to hear when and where this is going to take place.
- Thus far, Darrell is the only Board member who has submitted his short bio and a picture. Please, submit your bios and a current picture so we can add these to our website. This is now the only thing preventing us going live with our new website.
- There are still board members that have to submit their membership form & cheque along with their signed board member position description – those outstanding include: Naireen, Darrell, Andrew, and Janice; please return them as quickly as possible. Laura & Al still required to submit signed copies of their position descriptions.
- Naireen, Tabitha and I interviewed the only candidate who submitted a resume for the Social Media position. Although she was a good candidate, she had some health issues that we felt were going to interfere with her ability to work and she lacked some experience that we were looking for. Unanimously we decided not to hire her. Tabitha's hours will increase effective November to two days per week as her second job winds down for the winter months. It is with this increased time that Tabitha will be able to assist with the social media. In the meantime, Tabitha has worked diligently on the website. In light of this, collectively, we decided to rescind the Social Media position at this time.
- Quotes are coming in for a folding machine. Leasing vs purchasing, service contract, etc. Decision will be made shortly. In the meantime, Tabitha and myself have been folding and distributing the Coffee Break newsletters.

Direct Funding:

- No news from CILT. DF conference call held this morning, Sept. 15/16 but due to audible technical difficulties could not get DF stats; will provide at a later date.
- Two new self managers: one from Burk's Falls and the second one from North Bay have submitted their signed contracts back to CILT along with the other required information (banking, bookkeeping & insurance). They are ready to start hiring their first attendants.

- Interviewed candidate for the Direct Funding Resource Support Staff position. Excellent candidate with impeccable experience and skills. Although we met twice to discuss the job description and her role, it was unanimously decided to put this on hold until we have adequate office space for her.