

To: CFDC Board of Directors

From: Allison Halstead, Acting President

Subject: Special Board of Directors Meeting

Date: Thursday, December 9, 2021 – 7:00 pm

Place: Virtual meeting

Present: Allison Halstead, Aaron Crossman, Kevin Campbell, Monica Rodriguez, Dustin Boehr, Henry Penner, Kirstin Brink, Linda Sprung, Trevor Frost, and Adolfo Cuetara (Executive Director).

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## MINUTES

Meeting called to order by the Acting Chair at 7.07 pm.

1.-Conflict of Interest: None

2.- Consent Agenda

2.1 Minutes of the October 14<sup>th</sup> Board of Directors Meeting

Minutes were circulated.

Motion to approve the minutes: Henry, Dustin: carried.

2.2 President's Report – no report

2.3 Committee Reports – Membership, Science and Education

3.- Approval of the Regular Agenda

Motion to adopt the agenda: Henry, Kevin.

Some changes on the agenda were proposed:

- a) Adding point 6: "Budget 2022"
- b) Adding correlative numbers after 5.2.3 point
- c) Financial reports on point 5 refer to October and November 2021 periods
- d) Typo on point 4.1 about the date of General Members Meeting. It should read: "Special General Members Meeting Nov 25th 2021"

All in favour to approve the agenda with those amendments.

4. Business arising from the minutes

4.1 Special General Members Meeting Nov 25th 2021. The document has been approved. The document should include at the end: "updated document to November 2021".

4.2 Committee assignments:

4.2.1 Personal Committee Job description for lab tech currently held by Gerry Peters. No update

4.2.2 Governance Committee: Strategic Plan: Kevin is working on it.

4.2.3 Nominating Committee: Henry giving update

5. Reports:

5.1 Executive Director October/November 2021 has been presented.

5.2 Finance Committee. October/November 2021

5.2.1 Bookkeeper report October / November 2021

5.2.2 Comparative Balance Sheet October /November 2021

5.2.3 Comparative Income Statement October/November 2021

Motion to approve the financial statements: Henry, Kristin: carried.

5.3 Budget 2022:

Document has been circulated.

Motion to approve 2022 budget, Henry, Linda: carried.

6. New Business: None

7. Future Agenda Items

7.1 Strategic Plan

7.2 List of candidates

7.3 Annual review

8. Adjournment

Adjourned at 9.00 pm.

**Future meeting/events:**

**Board of Directors- February 10th, 2021**

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