



Public Board Organizational Meeting

Saturday January 16, 2021

1:00 – 3:00 p.m.

<https://us02web.zoom.us/j/87071126961>

Invitees: All Directors, Central Office Executive Team, all interested FFCA stakeholders

1:00 p.m. CALL TO ORDER

1. **21/01/16 – 10A** Motion to Waive Notice of Public Meeting

MOVED by _____ and seconded by _____ that the Board approve waiver of notice of the January 16, 2021 Organizational Meeting as permitted in Article 5.1 (c) of the FFCA Bylaws (2019).

2. Housekeeping

CEO Nippard

- 2.1 Advice to Payroll
- 2.2 Acceptable Internet Usage
- 2.3 Confidentiality Agreement
- 2.4 Disclosure of Personal Interests
- 2.5 Declaration of Key Management Personnel -
Financial Reporting
- 2.6 Criminal Record Check
- 2.7 Intervention Record Check

3. Election of Board Officers

CEO Nippard

- 3.1 Chair
- 3.2 Vice-Chair
- 3.3 Treasurer
 - 3.3.1 Motion re Role of Treasurer
- 3.4 Secretary
 - 3.4.1 Motion re Role of Secretary

4. Appointment to Board Committees/Committee Chair Selection

Board Chair

- 4.1 Executive Committee
- 4.2 Policy and Performance Committee
- 4.3 Communications and Community Relations Committee
- 4.4 Audit Committee
- 4.5 TAAPCS Committee

5. Review of Banking Arrangements - Motion

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6. Review of Audit Arrangements

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7. Review of Director Handbook

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8. Work Plan

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ADJOURNMENT: by 3:00 p.m.

NEXT PUBLIC MEETING: February 10, 2021

ORGANIZATIONAL MEETING MOTIONS – January 16, 2021

3.3.1 21/01/16 – 2OA Role of the Treasurer

Background: The FFCA Bylaws state: “The Board may delegate these duties (*i.e. treasurer*) to a paid staff member responsible to the Board of Directors. The Treasurer and any such paid staff member shall be bondable.”

MOVED by _____ and seconded by _____ that the duties of Treasurer be delegated to the Secretary-Treasurer (FFCA).

3.4.1 21/01/16 – 3OA Role of the Secretary

Background: The FFCA Bylaws state: “The Board can vote to delegate the duties of the Secretary to a Staff member.”

MOVED by _____ and seconded by _____ that the duties of Secretary be delegated to the Executive Assistant to the Superintendent (FFCA), but specific duties may be recalled or re-delegated at the Secretary's discretion upon notification to the Superintendent.

5. 21/01/16 – 4OA Review of Banking Arrangements

MOVED by _____ and seconded by _____ that the Board approve the following officials to sign bank documents:

- Board Chair
- Board Vice-Chair
- CEO/Superintendent (administrator)
- CFO/Secretary-Treasurer (administrator)
- COO/Deputy Superintendent (administrator)

Each bank document is to be signed by two officials, at least one of who must be an administrator. The Board also approves that payments (cheques and EFT) with a value of \$2,000 and less require only one signature of an authorized official.