CWCC Board of Directors Meeting

Date & time:	May 25, 2011 27 2011; 5pm dinner, 5:30 meeting	s
Location:	Vancouver Public Library main branch	
Voting present:	~~Alex Hamer,~~ Krishna Kumar, ~~Rafah Tello~~, Richard Brodowski, Crispin Wye, Ron Manson, Vivian Chi, Chris Chong, Lesley Husband, Suzanne Fontaine	
Non-voting present:	Cynthia Caine, ~~Vijay Ranganathan~~	
Documents:		

5:30	**Action Items**				**Notes**
Open	Due	Owner	Item	Status	
Mar 23	Jun 22	Alex Hamer	Hire project manager to coordinate name change - Alex to provide update at June Board meeting	Open	
Mar 23	Jun 22	Alex Hamer	Follow up with Board regarding the selection process our broker used to recommend the underwriters in our quote, and also with information from other Canadian chapters (if any) which have chosen to use their own insurance instead of GOC's. Alex to provide final update, including review of GOC email blast regarding revised insurance policy at June Board Meeting	Open	
	Sep 30	Suzanne	Create a policy for anyone caught lieing - no update, will provide guidance in the fall.	Open	
	Jun 22	Vivian	Find out about how GOC would transfer funds - no update, will provide guidance at the june 22 board meeting	Open	
May 25	Jun 22	Suzanne	Update on volunteer appreciation event	Open	

6:00	**Agenda**				**Notes**
Priority	Focus	Who	Item	Minutes	
1	Ops	All Board Members	Rountable on activities - 2 min each	20	
2	Ops	Lesley Husband	June 15 Conference Update	30	
3	Finance	Vivian Chi	Forecast	5	Reviewed new format that includes overall budget and over/under columns - no motion required
4	Finance	Vivian Chi	Investment	10	Reviewed investments - US account conversion - no questions were raised - no motion required
5	Finance	Vivian Chi	Cheque Requisition/Expense Approval Procedure	10	Review of expenses processes - follow process detailed within the cheque requistion. Ensure that USD and CDN reimbursement is clearly identified within the cheque request - reciepts, or credit card statements need to be submitted. Financial procedures for approving VP expenses will need to be updated - Vivian will table a motion at the June 22 Board meeting. - no motion required
6	Finance	Vivian Chi	2010 Audit	5	Document was not sent to the board, pre-audit communication will be sent to the board by the end of the week. It is being done earlier so that our accountant can send the T2 with the correct information contained within. No motion required - information only.
7	Finance	Vivian Chi	Review of Financial Statements	5	Financial Statements reviewed - no issues raised

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8	Ops	Suzanne Fontaine	Volunteer Event in August	5	Possibility of finding a new event for the volunteer recognition - discussed various options including paying for a guest to attend, BBQ, dinner&dance, atheltic activiey (i.e. lawn bowling, curling, baseball, etc.) Look at possible providing options and have the volunteers pick and choose the most popular one - Suzanne to follow-up with her team and will provide options at the June 22 meeting.

Motions					Notes
Date	Moved	Seconded	Motion	Result	
May 25	Crispin Wye	Vivian Chi	To accept the April Financial Statements as presented	Unanimous	
May 25	Suzanne Fontaine	Lesley Husband	Motion to adjourn the meeting	Unanimous	