

## Board Meeting Minutes

### FPSS Foster Parent Support Services Society

Wednesday, February 7<sup>th</sup> 2024 at 9:30am

<b>IN PERSON - LOCATION:</b>	FPSS Society Regional Office 145-735 Goldstream Ave
<b>CONNECT VIA MS TEAMS:</b>	Microsoft Teams meeting <a href="#">Click here to join the meeting</a>

<b>COMMITTEE / Please indicate in space provided: Present <input checked="" type="checkbox"/> Regrets <input checked="" type="checkbox"/> Absent <input type="checkbox"/> Tentative <input type="checkbox"/></b>					
<input checked="" type="checkbox"/>	Diane Daigle, Chairperson	<input checked="" type="checkbox"/>	Mariann Rathlou, Director	<input checked="" type="checkbox"/>	Dan Malone, Executive Director
<input checked="" type="checkbox"/>	Sandy Case, Past Chairperson	<input checked="" type="checkbox"/>	Diane Burrows, Director	<input checked="" type="checkbox"/>	Krista Shelkey, Administration
<input type="checkbox"/>	Karyn Cooper, Vice Chairperson	<input checked="" type="checkbox"/>	Jo Axe, Treasurer	<input checked="" type="checkbox"/>	Lenora Marcellus, Director
<input type="checkbox"/>	Heather Lawson Eichel, Director				

Called to Order at 9:34am by Diane Daigle

<ul style="list-style-type: none"> <li><b>Board Meeting Documents: All documents can be found on Board Portal: <a href="https://fpss.com/board-portal/">https://fpss.com/board-portal/</a></b></li> <li>FPSS Society DRAFT Agenda – February 7<sup>th</sup>, 2024</li> <li>FPSS Society DRAFT Minutes – December 11<sup>th</sup>, 2023</li> <li>Comparative Income Statement</li> <li>FPSS Society Balance Sheet</li> <li>Executive Director Report</li> </ul>
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<b>Items from Previous Meeting:</b>
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Dan gave an island-wide territory acknowledgement.

ITEM	MEETING AGENDA
<b>1.</b>	<b>Chairperson Report – Diane Daigle</b>
	<ul style="list-style-type: none"> <li>Always available to support Dan and meet before board meetings. Board and staff are playing catchup after being short staffed and are doing a fantastic job.</li> </ul>
	<b>ACTION:</b>

<b>2.</b>	<b>Executive Director Report – Dan Malone</b>
	<ul style="list-style-type: none"> <li><i>See attached.</i></li> </ul>
	<b>ACTION: Dan will email out Transformative Reconciliation Brochure</b>

<b>3.</b>	<b>Financials – Jo Axe</b>
	<ul style="list-style-type: none"> <li>Update – Visa Dispute</li> <li>Reviewed Balance Sheet</li> <li>Reviewed Comparative Income Statement</li> </ul>
	<b>ACTION:</b>
	<ul style="list-style-type: none"> <li>Dan will look to see if there is a deadline for us to go to Small Claims court re: Facebook Visa Dispute (Would this include getting back the interest charges?) – Burden of Proof?</li> <li>Determine Cost benefit – is it financially worthwhile for us to prepare and pay costs to go to small claims court?</li> <li>During dispute – Do we have to pay interest charges (Desjardins and Collabria) for during the dispute?</li> <li>Dan and Jo to review: Accounts receivable(Balance Sheet), vacation payables, Board and staff development, Youth Christmas fund, TTT and mentor program on comparative income statement.</li> <li>Dan to contact new landlords on new lease – for August 31<sup>st</sup>. to help prepare 2024/25 budget</li> </ul>

<b>4.</b>	<b>Trauma-informed Transition training</b>
	<ul style="list-style-type: none"> <li>Two sessions are running right now. January 15th to March 4th – Daytime January 18th to end of February – evening A daytime and an evening session. ICS and OFPA caregivers were invited to participate in the training.</li> </ul>

- Three new modules have been created with funds from The Victoria Foundation – Foster to Foster, Foster to Independent Living and Foster to Adoption. Final Report coming
- We are including copyright on all TTT material so people can't just take our information.
- In the future we plan to offer a separate training for social workers and staff
- In the future will offer train the trainer training later in 2024. Jo is working on a toolkit for this.
- TTT – people dropping in and out. We will allow people to attend another offering.
- Indigenous Review completed – We had a consultation with Indigenous caregivers, they reviewed the material and offered some thoughts and suggestions. There was a need for Indigenous Caregivers to get together with other Indigenous Caregivers.
- \$20,000 grant from Victoria Foundation – for Trauma Informed Transition Training for Kinship homes

**ACTION:**

**5. Provincial Support Agency Caregiver Learning Network**

- We received two \$80,000 contracts to the end of March 2025 to put on provincial, virtual training to caregiver, kinship caregivers and contracted agencies. It is in collaboration with ICS and OFPA.
- We are all meeting together on February 27<sup>th</sup> and 28<sup>th</sup> in Kelowna in person for a day and a half of work and to get all the other agencies on board.
- All agencies will share their best trainings and also put in requests of what their caregivers need
- FPSS LMS will help to put on this training and keep track of statistics for reporting.

**ACTION:**

**6. CARF**

- March 14<sup>th</sup> and 15<sup>th</sup>, 2024
- Diane Daigle will be here in person.
- Still need to do employee gap analysis

**ACTION:**

**7. Lawyer's Notes**

- Smallofficejobs.ca
  - Suggested to send registered letter to Tyson Mcann ending confirming end of contracting relationship.
  - Add Termination clause to all contracts in future.
- Contracting Board Members
  - Board Members can be contracted by FPSS Society must be less than 50% of the Board of Directors
- FaceBook Dispute
  - Suggested to contact Bank Manager to push the situation up the line.
  - Advocate publicly by posting on Social Media like X (Twitter) to the Visa and Facebook connecting to their Nonprofit sections, and Coast Capital
- Website for Legal advice for Non-Profits: [Free Legal Help Guides & Resources by PLEO | Law For Non-Profits \(lawfornonprofits.ca\)](https://www.lawfornonprofits.ca)

**ACTION:**

**8. Contracting with Board Members**

- Lawyer said: Board Members can be contracted by FPSS Society must be less than 50% of the Board of Directors as per the Societies Act

**ACTION:**

- Dan - Create a draft policy for contracting with board members and include this on the agenda for the Board Retreat. Use the Societies Act when creating this policy.

**9. Board Recruitment**

- Jay Swartz would like to apply for our Board of Directors. He is a longtime caregiver with Surrounded by Cedar Child and Family Services. Sandy thinks his perspective and input would be an asset. We will speak with Sandy more about this.
- Board can offer an invitation to attend a board meeting if we think he would be a good fit

**ACTION:**

**10. Additions**

- Board retreat: May 21<sup>st</sup> and 22<sup>nd</sup>, 2024 – Book Tigh-na-mara meeting space (21<sup>st</sup> and 22<sup>nd</sup>) and rooms (Board members will check in the night of the 20<sup>th</sup>)
- Next Board Meeting will build an agenda for the retreat.

**ACTION: Book rooms and meeting space**

**Next Meeting:** Wednesday, April 10<sup>th</sup>, 2024

**Meeting adjourned at: \_\_\_\_\_ by:**