



## DRMC Board of Directors Minutes of Meeting

<b>Date:</b>	October 15, 2012
<b>Time:</b>	7:00 PM
<b>Location:</b>	Kingstec Campus, Student Services Boardroom
<b>Present:</b>	Colby Clarke (Chair), Peter Mowat (Co-chair), Trish Gerrits (Recording Secretary), Joel Stoddart, Leslie Dixon
<b>Regrets:</b>	Don Regan, Jim Waldrum, Jennifer Weisner

### 1.0 APPROVAL OF AGENDA

Approval of Agenda – **Motion Carried** with the following changes under “Other” (moved by Leslie, seconded by Joel)

- Process for Recruiting/Accepting New Board Members
- Insurance

### 2.0 APPROVAL OF SEPTEMBER 17<sup>TH</sup> MINUTES

Approval of Minutes – **Motion Carried** (moved by Joel, seconded by Peter)

### 3.0 BUSINESS ARISING FROM SEPTEMBER 17<sup>TH</sup> MINUTES

- Leslie Dixon is now set up with signing authority for cheques.

### 4.0 TREASURER’S REPORT (Leslie Dixon)

*Financial Statements will be provided during our next monthly meeting. Festival revenue/expenses are still being collected; however, it was noted that ticket sales were \$25,481.*

Leslie noted the following:

- Petty Cash will be handled by one person only to ensure accuracy
- Canada Revenue Agency is looking for an HST payment in the amount of \$5000; however, Leslie feels there is an error. She will look into this further and provide members with an update at the next meeting.

## 5.0 OPERATIONS UPDATE

### Festival Update (Peter Mowat):

Reports are still being collected. Update to follow.

### Annual General Meeting:

The details of our AGM will be decided during our meeting in November.

### Planned Events for Next Year:

Events for next year will be determined at a later date.

## 6.0 BUSINESS PLAN UPDATE (Joel Stoddart)

Bound copies of the final DRMC Business Plan were provided to all members. Members thanked Joel for all his hard work in putting this together.

## 7.0 OTHER BUSINESS

### Enterprising Non-Profits (Joel Stoddart)

This is a workshop intended for non-profit organizations that are interested in expanding, strengthening or new to social enterprise. Participants will be walked through the grant application process and encouraged to look at ways to start their own revenue producing activities.

Workshop is scheduled for October 29<sup>th</sup> and the registration fee is \$75.

It was suggested that we move acceptance for one of the members to attend.

Motion to move acceptance for a member to attend the Enterprising Non-Profits Workshop – **Motion Carried** (moved by Leslie, seconded by Joel)

### Standing Items for Specific Months (Leslie Dixon)

A discussion took place around the need to have a calendar of significant dates. Leslie offered to put something together for the Board.

**ACTION:** Leslie will begin working on piecing together a calendar of significant dates.

Fundraising Plan (Joel Stoddart)

Joel advised members that the next Fundraising Meeting will take place the end of October or early November.

Process for Recruiting/Accepting New Board Members (Colby Clarke)

A discussion took place around the need to have a process in place for recruiting and accepting new Board Members.

**ACTION:** Trish will look into a process for recruiting and accepting new Board Members.

Resignation Letter from Jim Waldrum

Colby announced that Jim has forwarded his Letter of Resignation to the DRMC.

**ACTION:** Colby will send a “thank you” note to Jim Waldrum.

**8.0 NEXT MEETING**

November 19<sup>th</sup>, 2012

Kingstec Campus, Student Services Boardroom

7:00 PM

**9.0 ADJOURNMENT**

Motion to adjourn at 8:50PM – **Motion Carried** (moved by Trish)