



NWLF Board Meeting

Wednesday, May 1, 2019

8 – 9:00 p.m.

via teleconference

MINUTES

Attending: Dee McRae (Houston), Kay Mackenzie (Smithers), Patti Chapman (Terrace), Braunwyn Henwood (Hazelton), Jon Borgens (Kitimat), Virginia Charron (LDAG), Wendy Wright (LDAG), Melissa Sawatsky (NWLF)

Regrets: Patricia Lynn (Stewart), Cary Dalton (Prince Rupert)

Meeting called to order: 7:45 p.m.

1. Approval of the Agenda

Patti made a motion to approve the agenda as presented. Jon seconded. Motion carried.

2. Adoption of the minutes of November 20, 2018

Patti made a motion to approve the minutes of November 20, 2018. Kay seconded. Motion carried.

3. Treasurer's Report

a) *Balance/Income statements as at 03/31/2019*

Patti reviewed the Balance sheet (assets/liabilities) and Income statement (revenue/expenses) to March 31, 2019. Patti made a motion to approve the Balance and Income statements. Jon seconded. Motion carried.

b) *2019 budget update*

Melissa reviewed the 2019 budget (a work-in-progress due to the need to save \$7-8,000 this year for cash flow needs). There was still some confusion about the revenue vs. expenses and how these line up.

ACTION: Melissa will update/clarify the budget-in-progress with Kay/Patti, and then send to the Board for approval (via email).

UPDATE: Jon made a motion via email on May 22nd to accept the budget as submitted. Dee seconded. Motion carried.

5. Business Arising

a) *For approval: NWLF Policy Manual update*

Melissa reviewed the various Policy Manual updates that she and the LDAG came up with. The aim was to simplify policies and ensure each one lines up with what is done in practice.

ACTION: Update Section 2.5 with LDAG before sending to the Board for final approval (via email).

Update: Dee made a motion via email on May 22nd to accept the changes to the April 12, 2019 updated policy manual. Patti seconded. Motion carried.

b) *2019 Fall Meeting: Strategic Planning for 2020-2022*

There was a suggestion to hold the Strategic Planning session in Smithers with a proposed date of **Saturday, October 5, 2019**. The Federation intends to hire a facilitator to assist with the process.

ACTION: Melissa will investigate options for an affordable Strategic Planning facilitator.

6. New Business

a) *Operations update*

Melissa offered an update of her research into grant opportunities to date, including her success in getting the NWLF validated with the Canada Council for the Arts (a significant first step to applying for CCA grants). She also gave a verbal update on the progress of the 2019 work plan and activities completed to date.

7. Adjournment: 8:15 p.m.

Next Board meeting: July 2019