

FLOAT COLLECTIVE AGM MINUTES

September 11, 2019 @ 1pm PST
Conference call via FB messenger

ATTENDANCE:

Julie Turner, Brad Dauk, Janette Fessenden

Absent: Laura Foster

FLOAT COLLECTIVE AGM

1. Welcome and Call to Order 1:10pm PST
 - a. Additions to the agenda – none.
2. Attendance and confirmation of quorum
 - ✓ CONFIRMED (majority)
3. Confirm receipt of Bill of Sale from Dustin Erickson to the Float Collective transferring all rights and ownership (so far as can be assigned) of the Float Collective Facebook group.
4. Julie as Treasurer/Secretary submits the financial records (attached) for the previous year.
 - a. 2 members elected to audit the attached financial records: Janette & Brad

MOTION: to appoint Janette Fessenden as a board member.

✓ Seconded: Brad

✓ All in favour: YES

MOTION: to Appoint auditors (2 impartial Board Members - Brad & Janette) to review and approve.

✓ Seconded: Brad

✓ All in favour: YES

MOTION: to accept audit as presented (presented by Julie)

✓ Seconded: Brad

✓ All in favour: YES

5. Updated Bylaws are required to reflect a change in:
 - a. AGM date as the Float Conference is no longer in Portland, the dates have moved, and no board members are attending this year,
 - i. ✓ Will move it to sometime September - early November.
 - b. Lay out the election process for the election/appointment of future board members.

- i. Laura to propose.
6. Board Meetings to be held on the 2nd Wednesday of each month.
 - a. October 9, 2019
 - b. November 13, 2019
 - c. December 11, 2019
 - d. January 8, 2020✓ ALL IN FAVOUR
7. RBC is now charging \$5/month for the bank account. Should we change to a different bank with a free account? This will eat through the funds in our account rather quickly.
 - a. Janette to research new cheaper bank accounts.

MOTION: to accept the resignation of Julie Turner as Treasurer/Secretary

- ✓ Seconded: Brad
- ✓ All in favour: YES

MOTION: to appoint Laura Foster as Secretary

- ✓ Seconded: Brad
- ✓ All in favour: Julie & Janette

MOTION: to appoint Janette Fessenden as Treasurer

- ✓ Seconded: Brad
- ✓ All in favour: Julie & Janette

MOTION: to appoint Brad Dauk as Vice President

- ✓ Seconded: Julie
- ✓ All in favour: Janette

MOTION: to appoint Julie Turner as President

- ✓ Seconded: Brad
- ✓ All in favour: Janette

8. End of meeting 1:35pm PST.

ACTION ITEMS:

ALL BOARD MEMBERS:

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- Review bylaws and make suggestions for edits with the guiding principle to keep the terms and language simple.
 - We are required to have an Alberta registered and records office. Do we want to bring in another person for that? Suggestions?

JULIE:

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- ✓ Provide Janette with all passwords and account information.
 - PayPal, RBC, Wave, Wix
 - ✓ Deliver meeting minutes to all board members via Drive.
 - Deliver binder of Float Collective records to Janette.
 - ✓ Summarize and research necessity of AB registered & records office.
 - ✓ Update corporate registrars and upload to Drive.
 - ✓ Prepare Consent to Act as Director for Janette to sign.
 - ✓ Prepare and File Notice Change of Directors to add Janette.
 - Once we decide which bank account we want, prepare documents to have bank signing signatories changed to include Brad & Janette, and remove Treeka & Matthew OR withdraw and move funds to new account.
 - ✓ Will pay for the upcoming WIX renewal and submit to Janette for reimbursement via Paypal.

LAURA:

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- Provide suggestions for bylaw amendment board member election process.

BRAD:

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- Sort out domain name & email settings.
 - Secure place for password storage.

JANETTE:

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- ✓ Provide Julie with mailing address, email address & telephone number for registrar
 - Research bank accounts to find a no fee account.

APPENDIX – Roles and Definitions

Treasurer – definition, roles & responsibilities:

- Bank signing authority.
- Maintain financial records for the NPO and ensure transparency by posting them to the website.
- Reimburse board members for monies paid on behalf of the NPO in accordance with the Reimbursement Policy.
- Shall receive all monies paid to the NPO and be responsible for the deposit of same.
- Properly account for the funds of the NPO and keep such books as may be directed.
- Shall present a full detailed account of receipts and disbursements to the board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the NPO and submit a copy of same to the Secretary for the records of the NPO.
- The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the NPO.
- All board members are expected to attend at least 90% of board meetings. If more than 2 consecutive meetings are missed with out acceptable reasoning, the board shall vote on the position and role moving forward.

Secretary/Membership Services – definition, roles & responsibilities:

- Shall attend all meetings of the board and keep accurate minutes of same.
- Maintain a record of all correspondence of the NPO and be under the direction of the President.
- Shall keep a record of all the members of the NPP and their addresses, send all notices of the various meetings as required.
- Collect and receive the annual dues or assessments levied by the NPO. Such monies shall be promptly turned over to the Treasurer for deposit in a bank.
- Secretary will record the minutes of board member meetings. Once prepared Secretary will send the minutes to the President for approval and then upload them to the website for transparency.
- Will work in collaboration with the President to create agenda's in advance of meetings.
- All board members are expected to attend at least 90% of board meetings. If more than 2 consecutive meetings are missed with out acceptable reasoning, the board shall vote on the position and role moving forward.

Vice President – definition, roles & responsibilities:

- Preside over any meetings in the absence of the President.
- Bank signing authority.
- All board members are expected to attend at least 90% of board meetings. If more than 2 consecutive meetings are missed with out acceptable reasoning, the board shall vote on the position and role moving forward.

President – definition, roles & responsibilities:

- Preside at all meetings and in his/her absence the Vice-President shall preside at any such meetings.
- Ex-officio a member of all committees.
- Bank signing authority.
- All board members are expected to attend at least 90% of board meetings. If more than 2 consecutive meetings are missed with out acceptable reasoning, the board shall vote on the position and role moving forward.