

Date: Sept 16, 2023

Attendees: Lyrilla Rose, Mary Feltham, Kerri Neil, Gaaya Murugan, Mark Nichols, Daniel Miller, Daniel Gryphon, Johnny Nolan, Jenne Nolan, Sobia Shaikh, Jude Benoit, William Pottle, Rhys Maddigan, Lea Movelle, Alex Wicks, Maria Dussan, Vanessa Quinn, Briar Rose Arnold, Anne Malone, Madison Patey, Robert Leamon, Michele Grant, Melissa Samms, Marilyn Reid, Renee Dumaresque, Laurel Huget, Myles Russell

Madison Acker joined at 1:45

Viviana Ramirez Luna joined at 2:10

Patricia Johnson Castle joined at 2:15

Kassie Drodge joined 3:10

AGENDA

Call to order: 1:03pm

Introduction [Lyrilla]

- Land acknowledgement and guidelines/expectations for meeting presented

Icebreaker [Mary]

- members broke out into rooms to discuss questions regarding their ideal conflict resolution, what energizes them, what they are most excited for SJCNL and why they were motivated to join SJCNL

Project Activity Report [Kerri]

- Overview of activities that have occurred since last AGM in 2022
 - Included events hosted by SJCNL and attended by SJCNL
- Attended the NL Federation of Cooperatives AGM in Clarendville with two voting members and two spectators
- Received grants
 - outreach grant (\$1000) - to help with NLFC transportation and hotel
 - Covid-19 Coop Assistance Fund (\$1000)
- Update on commitments re: theft
 - Have been able to send out official bank statements in monthly newsletters and review at meetings
 - The audit by CPA has yet to be completed; but yet to be completed due to challenges of securing a CPA that is affordable and was told by one that doing it now would be counterproductive (to be discussed more in Financial Oversight Committee); but audits are to be completed before each upcoming AGM
 - Have been able to pay back funds to many solidarity partners that had funds held in trust; remaining groups owed: IAC and Mutual Aid (however, they have been happy to wait to repay for when we are more financially capable)
 - Board members completed training on Co-op Act and SJCNL By-Laws (available to be referred to on our [youtube page](#))

- Working on restoring connections with community and Debbie

Committee report backs

1. Fraud Investigation [Daniel Miller]

- Overview of work completed, specifically surrounding 5 initiatives of
 - Retroactive Finance Reporting
 - Detailing Incident Timelines
 - Root Cause Analysis
- Timelines to be completed, indicated much to be done within the next 3 months

2. Financial Oversight [Mark]

Financial Oversight Committee presenting by-law amendment and [policy](#) for member approval

- Have had difficulties obtaining an auditor; suggested to have an audit team to help allow for work to progress when an auditor is not yet able to be hired
- Review of updated suggested policy to implement reviews / audits of finances; ensuring the policy is using the same wording and providing same information that is present within the Co-op act
- Policy also outlines guidelines on how to track finances (including suggested finance request forms), the way expenses are to be paid out
- Question: if one of the approved signing authorities is out of town, and there is a cheque is needed to be given to one of the signing authorities -- how will that be obtained?

Can recommend having a back-up member; can add a thing to allow back-up temporary, but will need to provide a letter to the bank for that to be able to occur

- Would need to go to NLCU
- Question: what about the solidarity groups or when cheque is not possible, can EFT still be done?

Yes, will have to be signed virtually by two signing authorities; recommended to use cheque whenever possible

- Question: staff allowance -- would this be a fixed or a maximum that needs approval

Needs to be approved by board, understanding that there may be times that the expenses will need to be approved retroactively

Alternatively: Could include staff expense in contract and amount would be reimbursed pending receipt; unless it is added to a contract

- Question: what about when we have fundraisers when people are providing cash, how do we keep track?

Need to place in deposit form to track how the money has been obtained and what it is for / there must be at least two completing this

- Question: How will money be collected at events?

The treasurer should not be responsible for receiving money at events. As per #14, the money would be counted by two people and this can be updated to state that the treasurer is not responsible to collect it

- Question/suggestion: is it possible for groups who hold money in trust, are they able to be fully responsible to collect their money and the treasurer be only available to deposit it
 - SJCNL would need a record of the money being provided to us and from who, so autonomy will be provided entirely to the groups that we hold funds in trust for; we have fiduciary duty to uphold the cash and keep it safe in the bank to be able to be provided when requested
- Question: will there be a receipt book at events?
 - We can do that, in addition to the deposit forms
- MOTION: to approve of the [policy](#) presented by the finance committee to be approved, with understanding that it will be evolved through amendments during SMM or AGMs of the SJCNL
 - Moved by: Mark
 - Seconded by: Kerri
 - One abstention, no oppositions - **CARRIED**
- MOTION: to update the [by-laws](#) of the SJCNL regarding the treasurer's duties to align with the Cooperative Act and updated Policy of the SJCNL
 - Moved by: Mark
 - Seconded by: Kerri
 - One abstention, no oppositions - **CARRIED**

3. Transformative Justice [Laurel & Renee]

- A new concept and process for all; moving slow but with deliberate actions-- reviewing on what is the working building foundations that we need within the committee / SJCNL to expand externally (trust is key concept)
- Values
 - i. Centering concerns of those most harmed
 - ii. Growing trust and relationships
 - iii. Resisting urgency (respect the process to the outcome)
- To date, the group has had three meetings over the summer, allowing to work with many members, having consultations and mentoships, including a 2-day restorative justice workshop
- Going forward, there will be formal committee training (plus general training on TJ) in the fall to allow for committee members to reach out to those impacted to hear what their restorative justice looks like
- Comment: many are trying to find out what is possible, which is why there is very little formal actional items, but TJ can only be conducted by communicating with those impacted and those who engaged in the harming action
- Question: how much contact and nature of contact that has been ongoing with Debbie? Wanting to know more on the process
 - Disclaimer: confidentiality is key with working towards TJ; there has been conversations with Debbie, but the committee is not yet in a position to be able to safely speak with those harmed
- Question: can people join? What about those previously close to the individual who caused harm?

People are welcome to join if they wish, there is no cap. As for those who were close, the committee has had a conversation about it -- there will be a way to address it on the workshop to review invested interest (noting that everyone has some degree of this); the key is to build trust and transparency between members to know what the invested interest-- no one on the committee wants punishment, but everyone wants justice; conflict of interest is often related to punishments

Treasurer's Report [Ven]

- Overview of finances; understanding that due to theft and previous inconsistent reports, but report highlights finances of the year that have been recorded
- Important to note that there was a net profit, if excluding the theft
- Still receiving donations from about 45 people monthly
- Motion: to approve the treasurer's report
Moved by: Lea
Seconded by: Jude
One abstention, no oppositions - CARRIED

Activity Plan for Sept 2023 to March 2024 [Kerri]

- Still rebuilding trust, started by rehiring our volunteer coordinator
- Committees will continue working -- however, finance and fraud committees are ad-hoc and will be completed when they present their findings to SJCNL members
- This has been our 10 year celebrations; want to continue to make real change and uplift members -- implement action with tangible results
- Reviewing revolution of care will be our continuing driving our work-- continuing to prioritize accessibility and safety
- Suggestion: reading decolonizing education

Budget for 2023-24 [Kerri]

- Review of proposed budget, noting that if we do not change expenses or revenue, we will run out of funds around January 2025, as we run a monthly deficit of about \$440
- Biggest expense is our staff
- Could change most anything (except staffing as it is contracted) in the budget at this meeting
- Question: how will we run out if we bringing in money?
 - We are spending more than we are getting in, so January 2025 we will need to make cuts to not continue a deficit
- Question: solidarity fund-- are we doing this currently? If not, propose to not include it as the Solidarity work can be done with other groups and through the work of staff
 - If we take that out, at a \$300 deficit and would not run out of money until ~ 2027
 - Additionally, if people not paid back then we need to fully prioritize that as solidarity actions
 - Purpose of the fund was to allow for people to have access to funds while in the process of repayment

- Concern: budgets are to work at the coming year, so potentially focus on what we want to do this year, and then have the concerns presented at next AGM if tough decisions need to be made – also recognize we do a lot without money so should not have worry about running out of money and make rough decisions only when absolutely necessary
- Context: many groups would be asking for funding for activities related to activism and it went to board to approve, then changed to have an open monthly activity fund people could apply for and get approve in MGMs, now we can potentially move back to board approval with a general budget for activities
- Suggestion: decrease staff hours
 - Disagreement, decreasing will limit work done, and can allow for Lea to work only one job to have full focus on SJCNL
 - Offered short-term contract so it can be reviewed at the AGM
 - Noting that Lea, and their positions, allows for people to participate comfortably, so their hours need to be maintained
- Question: review the payment of the staff – why no increases for inflation?
 - Suggest to have it added in contract to be added to increase based on CPI
 - Concern: our biggest expense is a part time employee, need to be sure they are paid well and we are doing proper work– really need to get more donors (recognizing we have one person giving \$200 each month)
- Motion: to approve the proposed budget until March 2024, with the anticipation that the staff salary is reviewed for the next AGM based on inflation and second in-depth review of the budget is reviewed
- Moved by: Kerri
- Seconded by: Jenny
- Discussion: the \$100 for the staff fund can potentially be used for activity funds as needed, one by staff one by members
- Amendment: change the activity fund to be a total of \$500 available to use as needed to be decided by the board to allow for more prompt access to funding, no longer at MGM
 - Motion to approve of amendment
 - Moved by: Jude
 - Seconded by: Daniel Miller
 - Two abstentions, no oppositions - CARRIED
- Comment: would like to stick to budget as much as possible, but recognize that if things change we can spend a little more or less HOWEVER wanting to stick to the motion as much as possible
- Suggested: board review staff salary when renewing the contract in three months
- Vote on motion as amended:
- No abstentions, no oppositions - CARRIED

Board Elections

- 6 positions open to be elected
- Patricia, Kassie, and Renee continuing to be on board
- Daniel Miller, Kerri Claire Neil, Laurel Huget, Lyrilla Rose, William Pottle, Myles Russell
- Each candidate was given 3 minutes to speak following a vote of confidence
- Secret vote conducted: all elected

Meeting adjourned