

Oct 19 2024  
10:30am to 3:00pm  
St. Mark's Anglican Church  
203 Logy Bay Road, St. John's  
And on Zoom

In attendance:

Members:

Kerri Neil, Daniel Miller, Anne Malone, Mark Nichols, Lea Movelle, Shannon Fraser, Rob Luke, Ahmed Hassanin, Jodi Rossiter, Laurel Huget, Daniel Griffiths, Gaayathri Murugan, Jenne Nolan, Mary Feltham, Brenda Walsh, Robert Smith, Elizabeth Yeoman, Johnny Nolan, Rhys Maddigan, Kassie Drodge (12:05), Daniel Smith (1:12pm)

Not a member:

Bryce Donaldson  
Kathleen Burt

Call to Order at 10:34am

Minutes from 2023 AGM approved

Motion: Laurel

Seconded: Gaya

no oppositions, motion carried

By-laws

Motion to approve bylaw change regarding the change in the official registered head office location moved to 141 Duckworth Street by Mark, second to Sobia, all in favor,  
CARRIED

\*conversation that we have a PO Box for mail, but will need an official street address for the cooperatives act

- Board to communicate with CMC (Cooperatives Mutuals Canada) to make the mailbox the actual address

SJC Activity report 2023/2024

Presented by Lea and Laurel

Fraud investigation committee report presented by Daniel Miller

- Several times Federation of Co-operatives is mentioned, should refer to Registry of Co-ops
- Shannon offered to help with peer review
- We still need grassroots mutual aid framing of accountability and governance that is within our values
- It's the board and members responsibility
- Growth of fundraising should go in report - acknowledge how impressive that was
- Weaknesses and strengths of how we were operating

- Focus of report is the weaknesses, but we might want to consider the strengths as well, so we can consider how to preserve those
- Recognize the importance of trust, but verified trust, also important to recognize accountability and transparency
- Lean into the discomfort
- Frame accountability and transparency as core values, harm reduction - current broader culture there is a lot obfuscation
- Change framing in trust as a process, not the individual

Finance Oversight Committee - presented by Kerri

- Should we add another signatory, need by-law changed
- In an emergency / urgency situation, a payee might be able to sign off on an EFT if amount is less than \$200
- Is it possible to have a petty cash fund that is reviewed without 2 signatories?
  - Would have to review at a membership meeting
- FOC will review questions above over the next few months

- Motion to update Financial Oversight Policy

- **Original**

- 15. Whenever possible, expenditures shall be paid by cheque. Cheques shall be signed by two authorized signatories which, in accordance with section 13.3(a) of the [SJC Bylaws \(2022\)](#), includes the Co-Chairs of the Board and the Treasurer.
- 16. Online payments such as EFTs shall be approved by two authorized signatories, one of whom may be the Treasurer. ~~No online payment shall be made to the Treasurer.~~

- **Revised**

- 17. Neither the Treasurer nor an authorized signatory can sign a cheque or payment in which they themselves are the payee.

- Motion moved by Mark, seconded by Sobia
- Passed

Transformative Justice Committee - presented by Jenne and Daniel

- TJC = Jenne, Daniel, Maria, and Renee (mostly online)
- Have met every 2 weeks all year
- Have met with former Treasurer who stole funds twice
  - Gave her space to make sure her mental health was ok to have these meetings
- Confidentiality is important, can't disclose details

- Participation is voluntary
- Held TJ 101 workshop in May 2024
  - Want to run another one next year, be hybrid, want greater participation
  - A lot of questions were around not understanding what TJ is, how its different from RJ and Criminal Justice
- Other harms have arisen that TJC has supported, slowed down work with Treasurer
- Reaching out to individual groups/people that were harmed financially, including staff
- Trust within TJC group is really important
- Work is not new, has been practiced by Indigenous and Black communities for generations, but new to this group
- Collective capacity is quite low, lost a few members over the past year
- Interested in having new people join, more people who learn these skills the better for our community

Treasurers report - presented by Daniel Miller

- Robert Smith would like to test redaction, bank statement is a jpeg
- FOC gets bank statement without redactions
- What timeline are we going to replenish the shares held in trust
  - We have 6 months to repay share
  - Legally obligated to have share money in bank, funds we have in bank now would count as member shares
  - Generally hold them separately
  - Can put shares in a GIC as long as it can be broken
  - Need to build this into financial plan
- More important to pay back funds held in trust
- Ask people to replenish their own share? Fundraising project

Motion: Daniel

Seconded: Daniel Smith

Motion carried

Audit Team Report - Presented by Kerri

- Mechanisms to train membership of what the audit is doing, membership is not capable of understanding recommendations, mechanisms need to be engaged now
- Education on financial literacy
- What is the audit saying, why is it doing that,
- Implications
- Are we liable to groups laundering money through sjc with funds held in trust
- What is a non categorized expense
- Holding funds in trust can open us up to troubles but we dont want to be policing
- Is there a way to plain laguage this
- If one person asks for funds from a third party group without receipt, another member would have to vouch for that

- ex : mutual aid group, 2 people have to be aware of what is happening,
- Robert suggested Open Collective platform to share accountability practices
- Cap on size of amounts we hold funds in trust - at a certain point, an org should have their own finances - ex \$10,000/month
- FOC will review these suggestions in the next few months
- Hold off on hiring CPA to perform a forensic audit
- Work on financial literacy within membership
- Invite Mark Cunningham to meet with us
- We may need to pay someone to do this financial review
- Audits by a CPA are astronomically expensive, become legally responsible
- WAN hired accountant for a “compilation”
  - What the Audit Team was more like a Financial review than a compilation
- Forensic audit is not good use of funds at this juncture
- Bring together a team that can be educated on financial literacy, commit to process, check in at monthly meetings, present at next AGM
  - Hold workshops and create resources that can help broaden
- Used term “member fee” not “member share” need to fix
- Hire student for \$300 who is completely independent, who could review books
  - Jenne and sobia know someone who could be good candidate
- Should be some kind of remuneration
- Strike balance of being responsible for funds held in trust and policing them
  - That conversation needs to be had with orgs we hold funds for
- Kathleen Burt can help, not sure if they’re a member, said they filled out the form but not on membership list, has experience with reading audits

#### Board election

- Brenda Walsh, Anne Malone
- motion : Kerri
- Seconded: Daniel Miller
- All in favour

#### Strategic plan - Kassie

#### Budget 2024-25 - Daniel

Good to be prudent and then have a plan to revise

Motion to approve: Daniel

Second: Shannon

Abstentions: Lea

Motion carried