



Agenda & Meeting Minutes

Location: Zoom

Time: Thursday, January 26, 2023 at 6pm

Attendees: Julie, Kendra, Leigh, Erin, Grace, Nicole, Loiuise, Amanda

Regrets: BriAnna

1. **Call to Order at 6:05**
2. **Approval of the last minutes** – Moved by < Amanda>. Seconded by <Kendra>.
3. **Approval of agenda** – Moved by <Louise>. Seconded by <Nicole>.
4. **Working Business**
 - **Approving Nicole Davies for the board.** - Approved by consensus
 - **Acknowledging Susan's resignation and thank them for their service.** - THANK YOU SUSAN
 - **Approving new cheque signer/s.** - We need one, two would be great. Louise volunteered to be a signing authority. Amanda suggested changing banking institutions. Leigh suggested RBC because SHNS uses RBC which simplifies fund transfers, and they were able to get them a credit card for business banking. Consensus to explore other banking options. It may be ideal to change banks now while we are changing signing authorities as well. Also discussed platforms to approve expenses digitally such as Pluto. Also discussed establishing best practices regarding cheques.
 - **Approving new bookkeeper.** we need someone to do t4s and outstanding grant money from MODL, so we need someone to help. also we're behind with hst. 3 options. Jefferey Percell works with halifax sexual health 65\$.hr. we don't know how many hours. 2nd option is kelly certified account 3500 to get us up to date. we'd still have to pay for software. 3rd non-accountant. jodi. good at virtual book keeping. 40-45 per hour. would still need to hire accountant now and then, and also to give us a trial balance. Grace requested an estimate from each that is comparable (how many hours for jeff/how much per hour for kelly). discussion regarding responsibility\insurance regarding mistakes if we have a cpa vs bookeeping. we have files from the last 10 years, but they are in a proprietary format that we can't open. consensus that we're leaning toward Jeff so Julie can email him our files and ask for an estimated number of hours.
 - **Approving how we want to proceed with our financials.** we'll put this on a future agenda pending
5. SHNS Update - Pictou centre closed. SHNS grant for sexual/reproductive health registry, and warmline.
6. Other discussion: who is responsible for providing condoms, pregnancy tests, and menstrual products to schools? grace asked about valentines promotions such as grab bags. Julie confided that she is overwhelmed with enough on her plate right now. Discussion regarding applying price to school presentations. discussed the idea of adding

time to discuss bigger picture ideas - such as time at the end of the meetings or an additional meeting time during which we don't need quorum for these discussions.

7. Setting next meeting date.
8. Motion to adjourn – Adjourned. moved by Erin

Important Business List

text

Signed by Chair & Secretary

Typed by: