



# Agenda & Meeting Minutes

**Location:** Tuesday, June 28, 2022

**Time:** After AGM

**Attendees:** Julie, Kendra, Kaitlin, Leigh, Amanda, Louise, Erin

**Regrets:** BriAnna, Nicole

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1. Call to Order
2. Approval of May's minutes – Moved by Kendra. Seconded by Erin.
3. Approval of agenda – Moved by Kendra. Seconded by Susan.
4. Remuneration for ED – The Board needs to look at more details as well as investigating medical options through SHNS. The Board will meet by Zoom to discuss without Staff present. The allocation has not yet been received.
5. Summer Student – Need to approve \$0.15/hour cost over covered wages (total for 270 hours is 40.50 plus vacation pay, which is \$6.08) – The Board approved the wage increase for the position. Kaitlin is going to run numbers to see if we have the cash flow to hire a student even if the SHNS allocation comes in around mid July as usual.
6. Image Use Case – No update to report.
7. New software for finances – Kaitlin is looking into new software for accounting including the program Xero. Erin volunteered to possibly donate the monthly fee. Currently, the Centre does not pay anything for bookkeeping nor any software fees.
8. Setting next meeting date – To be determined.
9. Motion to adjourn – Adjourned.

Signed by Chair & Secretary

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Typed by: Julie, written by Susan