Meeting Agenda- Minutes

Attendees:Janice-CEO Board Members- Donna, Darlene and Toni

I. Call to order

Toni Nicholas called to order the regular meeting of the MQHS Board at 5:39pm on June 28, 2023 at MQHS Board room in Mission:

II. Roll call

Toni Nicholas conducted a roll call. The following persons were present: Donna, Darlene, Toni and Janice

III. Acceptance of the Agenda -Donna makes the motion, Toni 1st/ Darlene Second

IV. Actions going forward have been decided are as follows:

a) Going forward all members of the board are to be included in all board business emails

b) We will have established check runs weekly every Wednesday after 2:30 with the CEO sending out an email to confirm that a signer is required in the instances that we have a day where no cheques are printed

c) Any large decisions regarding MQHS business/staffing/finances need to be brought to the board for approval before they are carried out in day to day operations

d) CEO and board are the only members of MQHS that are in communication with JAnice the CEO providing administrative support to the board

e) In instances where standard operating procedure will be changing for any reason the CEO will notify the board beforehand and provide valid reasons for change.

V. Darlene makes a motion to have herself step in a treasure for the interim until the AGM Donna 1sts it and Toni 2nds it

VI. Action Items

a) Removal or Andrea Voss and addition of Toni Nicholas to and from signing authority will be lead by Janice

b) Janice will provide an update to the board confidentiality agreement which will be signed by all members of the board, as well as the CEO. Going forward CEO will ensure all staff confidentiality

c) New Board members will be on-boarded with Toni sending email info to Janice so that she is able to provide and collect proper documentation.

d) Toni to reach out to the new board members via email asking about tentative dates for new members to meet at MQHS- Aug 15 and 24

e) Tentative AGM dates September 13 and 14 to add to the email for the Board and Janice to confirm both dates are available with the auditors so that we can add those dates to the email for the

f) Staff review has been engaged with the board meeting with Kels to begin the board portion on June

VI. Adjournment

Toni Nicholas adjourned the meeting at time. 7:37PM

Minutes submitted by: Toni Nicholas

Minutes approved by: