



**Executive Committee Minutes
Tuesday, January 20, 2015**

Attending: Donna Mendelsohn, Doug Badger, Bill Grieve

Call to order at 7:30 pm

1. Review and approval of the Agenda: Bill moved. Doug seconded. Approved.
2. Review and approval of the EC Meeting minutes of 13 January. Doug moved. Bill seconded. Approved.
3. Review outstanding action items: See below
4. Financial update:
 - Bookkeeping: A well-qualified and reasonably priced bookkeeper has been hired.
 - CRA refund: Bookkeeper needs more information, awaiting paper files couriered from Hinton
 - Office sublet: Door has been replaced, decisions needed from board for sublet of full space.
5. Funding for 2015-16 fiscal year:
 - Application packages have not yet been sent out from ESRD.
6. Agenda items for January 30th Board of Directors meeting:
 - Review financial status and budget for remainder of term.
 - Consider status of office and staff and address matters requiring board attention.
 - Consider 2015-16 funding application, if package has been received from ESRD
 - Consider SoW3 recommendation from Tech Committee and determine next steps.
 - Review communications initiatives, web site, newsletter, etc.
 - Facilitated exercise to consider revisions to governance documents.
7. Doug moved to adjourn at 8:00 pm