

MEETING MINUTES



Date: **Wednesday December 7, 2016**

Time: **7:00 pm to 9:00 pm**

Board Attendance	Board Member Regrets	Board Member No Regrets/Vacancy	Guests
Gayle Laws, President	Kira Wilkinson, Membership & Communications	Q-Park	Hazel McColl, City Liaison
James Aiken, Vice President	Kim Miedema, Totoredaca		Judy Migley, Small Dog JD Lead
Karen Forrest, Treasurer	Leslie Peres, Jack Darling (to be confirmed)		Eileen Hooper
Irene Hill, Secretary	Dave Carty, Past President		Hugo Reinsos
Marianne Mowbray, Fundraising & Events			Samir Menon
Victor Strannik, IT & Website			
Cathy Hunt, Lakeside			
Carol Mitchell, Parkway Belt			
Kevin Pullis, Garnetwood			
Jennifer Reid-Kuess, Etobicoke Valley			

1. The meeting was called to order by Gayle Laws. James Aiken volunteered to take minutes. The Agenda that was previously distributed to all attendees was approved.

2. There was a round table introduction of the attendees and their dogs. Gayle thanked the board members who worked very hard in the past year and distributed the Highlights of Achievements that was distributed at the AGM and listed in the Fall Newsletter. She asked park reps to post it on the display boards. She also thanked the five volunteers who showed an interest in contributing to LFM this upcoming year, either on the board or as active volunteers. Everyone is contributing because they care about making LFM a positive experience for the dogs.

3. It was noted that through incorrect interpretation of two sections in the Constitution during the 2016 November 23 AGM, there was in fact a quorum at the meeting. This was an unfortunate oversight in that the financial statements could not be approved nor votes held for a variety of motions. Despite the lack of motion and confirmation via a membership vote, those members in attendance supported the re-appointment of Gayle Laws, Karen Forest and Marianne Mowbray to the board to serve another term. It also supported to receive the names of three volunteers to serve on the board, namely James Aiken, Yvonne Eddy and Samir Menon. After the AGM two additional people came forward to volunteer for LFM: Hugo Reinsos and Victor Strannik.



4. The Constitution allows for the appointment of board members by a vote of sitting board members, for the remainder of a term until the next AGM. As such, the following motions were considered:

MOTION 1:

Moved by Carol Mitchell and Seconded by Irene Hill:

That Gayle Laws, Karen Forest and Marianne Mowbray be re-appointed to the board to serve a one year term which will expire at the 2017 AGM.

The motion passed by a vote of the current Board members which consisted of a quorum.

MOTION 2:

After a discussion amongst the attendees regarding board roles and responsibilities, volunteers for all board positions except the Past President were received and then voted on by the Board.

It was confirmed that Leash-free Mississauga, being a registered non-profit corporation, has a Board of Directors liability insurance policy in effect.

- Marianne stated that there is a goal of obtaining 10 or more sponsorships for the new website. Once this is secured, the plan is to create a business directory as an on-going revenue source for LFM, as well as support local businesses, whether in the pet business or not. She has been actively working on this project since June 2016.
- Samir expressed his keen desire to help with the fundraising and it was agreed he would work with Marianne on fundraising.
- Hugo expressed his wishes to help with the website and it was confirmed that he would provide assistance and support to Victor.

Moved by Karen Forrest and Seconded by Irene Hill, that the following volunteers will fulfill the stated roles:

- Karen Forrest shall be appointed as Treasurer;
- James Aiken shall be appointed as Vice President
- Irene Hill shall be appointed as Secretary
- Gayle Laws shall be appointed as President
- Marianne Mowbray shall be appointed a Director at Large responsible for Fundraising & Events
- Victor Strannik shall be appointed a Director at Large responsible for Website & Communications
- Kira Wilkinson is confirmed in her role as a Director at Large responsible for Membership & Communications
- Past President position will continue to be Dave Carty

The motion passed unanimously.

MEETING MINUTES



MOTION 3:

Since there was wide support shown at the AGM for the membership fee split to change from 70%-30% LFM vs Local Parks, Karen suggested that the original motion outlined in the agenda be amended so that this change be implemented retroactively to align with LFM's fiscal year of October 1, 2016.

Moved by Karen Forrest, and Seconded by Kevin Pullis:

Be it resolved that the membership fee split will change from the current 30% to parks and 70% to LFM to 50-50% split effective October 1, 2016, with the split to be reviewed on an annual basis.

100% of donations go directly to the park where the funds are donated.

The motion passed.

MOTION 4:

Motion 4 was discussed and then moved by: Irene Hill and Seconded by: Marianne Mowbray:

Whereas Leash-free Mississauga is a non-profit corporation with a legal obligation to provide transparent and accurate financial accounting, be it confirmed that all funds raised through fundraising, events, membership fees and donations must be deposited into the LFM bank account, and all expenses must be documented with receipts, in adherence with sound accepted financial practices. Further, be it resolved that this motion if approved will be included in the LFM Policy and Procedure Manual and noted in the revised Constitution.

The motion passed.

5. The following forms were passed out to the attendees for their review:

- Revenue form
- Expense reimbursement form
- LFM Privacy policy to protect personal information of LFM members
- Code of Conduct regarding children in the Leash-free zones
- Incident reporting form
- Board Member Confirmation of Office

6. The bank account requires two signatures, based on best financial practices. It was noted that it can be difficult to issue LFM cheques if someone with signing authority is absent. It was agreed that we should have additional board members with cheque signing authority to permit cheques to be signed.

It was agreed that: Karen as Treasurer, Gayle as President, Carol as a park representative and Irene as Secretary, will have signing authority. Two of the four signatures will be required. An appointment will be set up at the bank to remove the former Secretary and add the two new signatories- Carol and Irene.

MEETING MINUTES



7. Hazel reported that wood chips are in high demand and that she could organise a Christmas tree wood chipping event for some of our parks with the wood chipper being on site, and park volunteers would spread the wood chips in needed areas. People would bring their used Christmas trees, minus tinsel and ornaments to the park for city staff to chip. This will assist in managing the mud in the parks.

Although all parks would benefit from this project, the city can only service three parks this year, and will note the interest for next year. After a discussion, it was agreed that wood chipping should be done for the following parks, subject to Hazel's confirmation:

- Lakeside – Friday January 6 2017 starting at 9:00 AM
- Toto – Wednesday January 4 2017 (tbc)
- Garnettwood – Thursday January 5, 2017

8. Grass cutting: Hazel exhibited maps and diagrams identifying the park areas to be cut and the areas to be left uncut. These diagrams will be provided to the grass cutting contractors who will be cutting the grass next year. For example, Jack Darling Park has naturalised areas that are not to be cut. Grass cutting frequencies and length of grass were also discussed. This was presented to the board for information only.
9. The City will be in contact with Gayle as President to begin the discussions with a Memorandum of Agreement which will outline service standards between the city and LFM, clarify roles and expectations. The MOA will be discussed at a future board meeting prior to any sign off.

The meeting adjourned at 8:30 PM.

Minutes taken by James Aiken.

