

**Waves of Hope Executive Meeting**  
**April 30, 2007**  
**Home of Darlene Vickers – 11 Kasiurak Bay**

**In Attendance** – Darlene Vickers, Jennifer Gallant, Joyce Hopper, Helena Neustater.

Meeting called to order at 7:06 pm.

**1.0 Fashion Show**

Darlene advised of an incident that occurred at the Fashion Show on Thursday evening. Nonie and George were at the podium, and it was announced that a certain store had said they were prepared to give a discount to all attendees of the Fashion Show. Nonie then addressed the table of store representatives, asking them how much of a discount they were prepared to give.

Darlene advised that several team members as well as the co-chairs of the Fashion Show had expressed concern about this incident. Darlene spoke with Fashion Show co-chairs Sandy Robinson and Gail Bordian. It was decided that Darlene would call each of the stores to apologize and same was done on Saturday morning. All stores other than Corner Closet indicated that they were uncomfortable with being put on the spot at the Fashion Show. Catwalk wasn't aware of the situation as a representative was not in attendance on Thursday evening. Discussion held as to how to approach this situation with Nonie and George. Decision reached that Darlene and Fashion Show co-chairs meet with George and Nonie to discuss this issue, directly stating that there is upset on the part of the merchants and fashion show guests and asking how this situation came about to initiate discussion.

Discussion also occurred around how to address the issue of team members attempting to take control of the positions of others. Decision reached to address this issue in a generic fashion at the Spring Meeting.

**2.0 Investor's Group**

Further discussion occurred regarding the agreement with Investor's group. Investor's Group will send Waves of Hope a bill for the food for a Client Appreciation Dinner to be held on May 2, 2007. They will then give the team a cheque for the food and a donation. At the Waves of Hope board meeting on April 16, a few board members expressed discomfort with this arrangement. Darlene has consulted with Sharon Young, who advised that this decision was not approved by the previous board. Helena spoke with Cindy Solon, who advised that it was perfectly legal and is an internal bookkeeping strategy. Darlene did some further research on the Internet and found that Investor's Group, along with several other businesses, are involved in a charity organization and have agreed to donate 1% of their pre-tax income to charity. A separate account will need to be opened for the food cheque from Investor's Group for bookkeeping purposes.

### **3.0 Auditor Accounting Recommendations**

Darlene circulated a report from 2002 indicating that we have 27,931.46 in assets. There is a need to update this information to account for depreciation or appreciation and to insure that the boat and trailer are insured sufficiently. Helena will coordinate updating the assets/inventory report. The updated report will be presented at the Fall meeting.

A letter of accounting recommendations from Cindy Solon was circulated. The recommendations that requests for expense reimbursements be supported by receipts and that computerized accounting software be adopted have already been implemented. Cindy has indicated that in a not-for-profit organization, assets are usually written off in the year that they are purchased, not kept as a fixed asset. It is also recommended that minutes be signed. Decision reached that we will follow these recommendations and Helena will present same to the team at the Spring Meeting. The auditor's report will be attached to the agenda for the Spring Meeting and sent out to members prior to the meeting.

### **4.0 Committed Funds**

Committed Funds Report (Because We Care campaign) circulated. Darlene consulted with Sharon Young who indicated that there was a verbal understanding that this money was to be spent locally, not on out-of-town festivals or travel. Past minutes indicate that this money was to be spent on outreach. Discussion of whether or not the committed funds need to be kept separate from the general fund. No decision reached.

We also have memorial donations in the amount of \$460.00. In the past, this money has been used for a memorial donation for the individual but this does not seem to be an official team policy. Discussion of alternate uses for these donations. No decision reached.

As a registered charity, we are required to disperse 80% of our income in charitable donations. Our own expenses as a charity (those needed to meet our mandate) fit within this 80%.

Darlene has sent in a response saying that we are interested in the Charities Directorate.

### **5.0 Action Plan**

There is an identified need to cut down the length of the board meetings. Decision reached that the Action Plan will not be gone through in-depth at each board meeting. The Action Plan will be reviewed twice annually at the Spring and Fall Team Meetings.

Meeting adjourned at 9:31 pm.