

Call to Order: 10:30 am, Monday, July 24, 2023 (at Dan Coles' home)

Present: James Chamberlain (President), Andrina Perry (Treasurer), Joan Merrifield (Vice-President), Steve LeBel (Secretary), Dan Coles (Member-at-Large).

Regrets: Cathy Welch

1. Joan/James moved to approve minutes of two past board meetings on May 29 & June 18. CARRIED

2. One-Year Birthday Party: this celebration was held on July 23, 2-4 pm, at Pacific Gardens in Nanaimo. A big thank you to James and Jean-Marie for organizing and hosting, and to Dan for tracking the responses. The speakers from three of the groups who received funds from us were very inspiring and eloquent.

3. Preparations for our first AGM, to be held in person and via Zoom, on Wed. Sept. 27, 2023, at Pacific Gardens, Nanaimo. Potluck Dinner at 6:00 pm; the meeting will start at 6:45 pm.
All members in good standing as of Sept. 1, 2023 may attend this meeting.

(a) Joan/Dan moved to send the following Special Resolution motion to the AGM. CARRIED

Be it resolved, as a 3/4 vote resolution of the members of "Island Queers and Allies Who Care Society", that the current society bylaws be deleted and replaced in their entirety by the new set of bylaws identified as "2023 Proposed Bylaws".

(b) Andrina/Joan moved to send the following motion to the AGM. CARRIED

Be it resolved, by a majority vote of the members of "Island Queers and Allies Who Care Society", that the Society proceeds with the process of applying for status as a registered charity, as per the Income Tax laws of Canada.

(c) James/Dan moved to send the following resolution to the AGM. CARRIED

Be it resolved, by a majority vote of the members of "Island Queers and Allies Who Care Society", that the Society designate the Brechin United Church Refugee Fund as the beneficiary of any unused funds in our bank accounts, in the event of the dissolution of this society.

(d) The AGM notice will be sent to all members between August 15 and 18, 2023, by Steve, with an invitation for members to put their names forward as potential new directors. If interested they can indicate that fact and also send brief bios of themselves, by emailing directly to info@islandqueers.ca When the second notice is sent out by James on or about Sept. 12, it shall include these bios, as a means of introduction to all members. Of course, any member can put forward their name right at the AGM.

(e) Details of election of new directors. We can elect up to 3 new directors, as our maximum number is 7, and 4 directors are continuing their terms. [James Chamberlain's term goes to the AGM of 2025, and three other directors have terms to AGM of 2024: Joan Merrifield, Steve LeBel, Dan Coles.] The new directors will have two-year terms running to 2025.

(f) Steve/Dan moved that any new directors must be elected by secret ballot and must receive at least 50% of the valid ballots cast. CARRIED

(g) Technical issues: We will ask Jean-Marie Russell to manage the Zoom call side of the meeting and receive the secret ballots of the voting members who attend by Zoom.

4. Board Roles and Task Descriptions: we discussed the tasks of all the directors, and they are summarized here.

(a) **President:** Preside at all meetings, handle media inquiries, respond to emails, manage Facebook and Instagram pages, and communicate with other board members about their responsibilities.

(b) **Vice-President:** Act in the president's role when called upon, assist with special projects.

(c) **Treasurer:** receive donations and membership fees, keep accurate records of same, oversee the banking functions of the society, give banking updates at board meetings, prepare the financial statements, make the necessary financial filings to the BC Registrar of Societies and Revenue Canada.

(d) **Secretary:** conduct correspondence when requested, issue notices of board meetings and any general meetings, keep minutes of all board meetings and general meetings, maintain all society records except those required to be kept by the treasurer, maintain a register of members, give membership updates at board meetings, oversee the voting for awarding of grants at the end of each quarter, file the annual report of the society with the BC Registrar of Societies.

(e) **Member-at-Large:** Help other board members when possible, assist with projects (such as building membership base, social events, and/or fund-raising).

5. Charitable Status Application: Joan and James are managing this task. Joan is collecting the necessary personal info of all the continuing directors, as well as the new directors to be elected. They are collecting all the necessary documents such as Bylaws, Constitution, past Board Meeting minutes, AGM minutes, Financial Statement for the fiscal year ending on July 31, a Summary of all our donations received and monies awarded since our inception, and miscellaneous notes about the range of donations received. The goal is to be able to send all this information in one package, to the appropriate Government of Canada website as soon as possible after the AGM.

6. Membership Update: We have 48 paid-up members at this point. (James will monitor this when Steve is away.)

7. Bank Balances & Q3 donations: The current bank balance is \$4234.41, of which \$4000 is earmarked for our 2 recipient groups. The admin costs (website and bank charges combined) total \$363.56 for the past year; these have already been paid. A complete financial statement (to our year-end date of July 31) will be available at the AGM.

8. Voting for Q3 timelines: as per our past discussions, we will close the time for making donations and for applying for funds, at noon on Sept. 15. There will be a short Zoom Board meeting at 5:30 pm that day, to shortlist the applications down to 3 (if necessary). Voting will be open for exactly 10 days. James will manage this task as Steve will be away.

9. Membership Drive: directors are asked to try signing up new members prior to the Sept. 1 deadline (in terms of being eligible to vote at the AGM).

10. Fundraising Ideas: Dan listed some of his ideas for future fundraising, as this is his forte. In no particular order, they include:

- recruit new donors, including some businesses and/or foundations;
- get some donors to commit to regular giving (monthly or quarterly);
- “tiered giving”, where we honour major donors with small donated gifts, or social events;
- recognition of long-term or very generous donors on our website;
- promoting the notion of “matching gifts” to double the donations;
- silent auctions;
- ticketed concerts;
- 50-50 raffles.

11. Next meeting: 5:30 pm, on Friday, Sept. 15, 2023, by Zoom. Agenda items will include shortlisting the applications for funds (if necessary) and any details regarding the AGM and the process of applying for Charitable Status.