

PINCHER CREEK SEARCH AND RESCUE SOCIETY

REGULAR BOARD MEETING MINUTES

January 7, 2014

IN ATTENDANCE: Cindy Drake, Yvonne Cyr, Alieza Cyr, Nicole Boissenault, Brett Wuth, Adam Grose, Brad Boese.

REGRETS: Ron Hann, Brian Balak

1. Call to Order – Alieza called the meeting to order at 18:14.

2. Agenda

2.1. Additions to the Agenda

Brad added 4.2.3 – Year End Dates to the agenda

2.2. Approval of the Agenda

Brad made a motion to approve the agenda as amended, Cindy seconded.

CARRIED.

3. Minutes

3.1. Reading of the December 10, 2013 Minutes

3.2. Errors or Omissions

Remove the following from 3.0 (d) – “Brett will take a stab at drafting these policies, and have policy meetings to discuss”

3.3. Approval of the Minutes

Brett made a motion to approve the minutes as amended, Cindy seconded.

CARRIED.

4. Business

4.1. Roles & Responsibilities of Board Members

Brett spoke about and distributed information to the Board regarding NFP (Not-For Profit) directors Role, Duty and Liability.

ACTION – Have administrator distribute the insurance information to the PCSAR Board of Directors.

4.2. Financial

4.2.1. Approval of Cheques over \$200.00

4.2.1.1. #1692 – Adam Grose - \$540.00 – November Hours

4.2.1.2. #1693 – Stintech Electronics - \$300.67 – Radio Repair

4.2.1.3. #1694 – Rocky Mountain Mechanical - \$487.92 – Command Post

4.2.1.4. #1696 – Adam Grose - \$480.00 – December Hours

Brett made a motion to approve cheques 1692, 1693, 1694 & 1696, Cindy seconded.

CARRIED.

4.2.2. Profit/Loss Statement, Balance Sheet & Budget Outlook

ACTION – To resend the financial information to the Board with the updated information.

ACTION – To ensure a Balance Sheet and a cheque register (list of cheques written) are included with future financial information.

Nicole made a motion to accept the financial report as information, Yvonne seconded.

CARRIED.

4.2.3. Year End Date – There was discussion surrounding the year-end dates for PCSAR, and if they should be changed or not.

ACTION – The current by-laws are outdated on the Wiki, the current bylaws should be found and updated.

4.3. Administrator Position

4.3.1. Hiring Committee Progress – **Still in Progress**

4.3.2. Job Description

ACTION – Update the Job Description to include preparing a general ledger/booking keeping entries, knowledge of a non-profit society, computer skills, quickbooks &/or Simply Accounting experience.

ACTION – Send updated job description to Nicole to be sent out.

Brett made a motion to advertise the administrator position, Yvonne seconded.

CARRIED.

5. Other Business

6. Adjournment – *The meeting was adjourned at 18:57.*