|  |
| --- |
| **Federation of Foster Families of Nova Scotia** |
| **Board Meeting** |
| **Hampton Inn, Truro** |
| **Saturday, November 20th, 2021**  9:00am to 12:00am - Board Meeting  10:00am - Refreshments  12:00pm to 1:00pm – Catered Lunch  1:00pm to 3:00pm – Board Meeting |

**MINUTES**

1. **Call to Order** – 9:00 a.m.

1.1 Review of Team Agreements

1.2 Disclose if there is a Conflict of Interest

* 1. Reminder to place cell phones on vibrate and to reframe from texting

1. **Roll Call – 9:10 a.m.**

Central – Marina Keeping

Eastern – Evelyn MacInnis & Sheila Hill

Northern – Carolann Zegray & Mary Ann Burke

Western – Rob Richardson

African Nova Scotian Reps – Iona Smith & Anita MacMillan

Mi’kmaq Reps - Darlene Arseneau for Mainland

Federation Staff – Gary Landry & Debbie Thibault

Regrets:

Central - Patricia Cain

Mikmaq – Cape Breton - Cindy Poulette

Western – Lloyd Sweeney

Past President - Wendell Fraser

It was noted that it is necessary for the Board Members to call Gary Landry if not able to

attend as a No Show means that the accommodations are charged to the Federation if the

room is not cancelled.

1. **Approval of the Agenda – 9:20 a.m.**

It was moved by and seconded by that the Agenda be approved as presented.

Anita MacMillan asked that the 50/50 Raffle be added to the Agenda.

1. **Approval of the Minutes from last Meeting – September 11th – 9:30 a.m.**

It was moved by Anita MacMillan and seconded by Carolann Zegray that the Minutes from the September 11th, 2021 meeting be approved. Motion carried.

1. **Executive Director’s Report – 9:40 a.m.**

**Refer to Package….Debbie, Gary & Marina have been doing.**

Gary referred the Board Members to the Executive Director’s Report which is in their package of information. It was noted that Debbie Thibault, Marina Keeping and Gary Landry have met with personnel from Metropolitan Place to review empty space next to the Federation Office. This is a topic for discussion in new business.

It was noted that the Foster Focus Groups are still meeting via Microsoft Teams and most Regions have decided to have their meetings in the morning as this timeframe seems to be more favourable for foster parents to be able to attend the meetings.

The PSS Lunch & Learns continue to be more popular for foster parents. They are held on the last Tuesday of the month from 12:00 to 1:00 p.m.

1. **Old Business/Business Arising – 9:50 a.m.**
   1. 50/50 Raffle – Gary provided some clarification as to why this fundraiser has not started yet. It was necessary to wait to see who the Executive were going to be because this needs to be reported to the CRA (Canada Revenue Agency). Rose has been busy setting up the new laptops for the Board Members and this task has taken priority on her to-do list. It also has been necessary to check with DCS (Department of Community Services) to see if there is any conflict or not if the FFFNS choose to pursue this fundraiser to obtain money for the Memorial Bursaries Program. It was Georgeina MacKinnon’s understanding that the FFFNS only wanted to do this raffle once and this would need to be checked into if this is to be an ongoing option for fundraising.
   2. Proof of Vaccination – It was noted that everyone attending the Board Meeting needed to show Proof of Vaccination when they registered at the front desk last evening. The Policy Committee will work on a policy regarding Board Members needing to be vaccinated. Some discussion was held regarding the need to have a Covid booster shot and it was agreed that the Board Members should follow Public Health Guidelines. It was noted that Darlene Arseneau is the Chair of the Policy Committee and Mary Ann Burke is Chair of the HR Committee.
2. **New Business – 10:30 a.m.** 
   1. **Space by the Federation Office**

Marina, Gary and Debbie provided information about the possibility of renting the empty space next to the Federation office to be used as a Multi-Purpose Room: space for Board Meetings, Training, etc. The owners of the building are offering the FFFFNS an incredible good price for the space. They require an answer by November 25th. It was noted that the FFFNS will require extra office space for the new Allegation & Support Person and the current board room is being considered for this space. It was moved by Darlene Arseneau and seconded by Carolann Zegray that the Federation lease the 1,069 square feet space next to the Federation Office to be used for a Board Room, training, etc. Motion carried.

* 1. **Timelines for Agenda Items (10:30 a.m. )**

It was noted that timelines have been added to assist the Board in achieving all of the business required during the Board Meeting. It was also noted that the Board has been able to move ahead of these timelines for this meeting.

* 1. **Training for Laptops (10:40 a.m. )**

Gary has the new laptops which will be distributed at the end of the Board Meeting today. He advised that there is paperwork to sign and when you retire, the laptop needs to be returned to the Federation. Rose has provided the information for all of the Board members. It was noted that damages not attributed to regular use of the laptops are the responsibility of the individual Board member. If any Board member has questions requiring the use of their laptop, they were advised to contact Rose at the Federation office.

**Guest Speaker – Ellen Carter - 11:00 a.m.**

At this point in time, Ellen Carter joined the Board meeting. She provided information on the topics of importance that were identified last evening. There was discussion as to how the Board will be able to support and collaborate with Ellen as the process of developing, administering and interpreting the survey regarding education for children-in-care is to proceed. Ellen will be in contact with the Board members for feedback and suggestions throughout all the steps of this process. The Board members were appreciative of the opportunity to be part of this survey and research project.

Ellen’s goal is to have a draft survey for presentation to the Board for feedback with the goal of making any changes or revamping at the January Board Meeting ….January 14th & 15th. Ellen would like to have the survey ready to present to St. FX’s Ethics Committee by the middle of February.

1. **LUNCH – 12:00 p.m.**

Although we had suggested a working lunch, this was not necessary in recognition of the efficiency of the morning’s discussions.

1. **New Business Continued:**

**4. Regional Elections (12:30 p.m. – 12:50 p.m. )**

After discussion regarding the specific requirements/process for Regional Elections, it was agreed that Regional Elections will be held virtually for future elections. It was also agreed that the Policy Committee will meet and bring forth recommendations with regard to a standardized voting process for all regions, whether ballots will contain pictures of the candidates, whether the FFFNS website will provide profiles with a fostering focus, other experiences, assets, etc., criteria for candidates and a standardized process for campaigning and elections protocol.

**5. (a) Future Meeting Format (12:50 p.m – 1:10 p.m.)**

After some discussion, it was determined that Board Meetings will be held both virtually and in person. The following is the schedule for 2022:

January 14th & 15th – In Person in Central

February 18th & 19th – Virtually

March 25th & 26th – In Person in Central

April 29th & 30th – In Person – in Eastern

May 27th, 28th & 29th – In Person–AGM–hosted by Mi’kmaq and held in Truro

June 10th & 11th – In Person in Central

July – No Meeting

August – No Meeting

September 16th & 17th – In Person in Central

October 14th, 15th & 16th-In Person in Western- FF Appreciation Launch

November 18th & 19th – In Person in Northern

December – Virtual if a Meeting is Needed

**5. (b) Board Meeting Days (1:10 p.m. – 1:30 p.m.)**

Board Meetings will continue to be Friday/Saturdays.

**6. Board Member Emails (1:30 p.m. – 1:40 p.m.)**

It was noted that it is really important for Board Members to be checking their emails on a regular basis. Board Member emails are provided to new foster parents and are on the FFFNS’ website. Foster parents appreciate having their questions or concerns answered in a timely manner.

**7. Donations to the FFFNS Memorial Bursaries (1:40 p.m. – 1:50 p.m.)**

E-transfer donations? Gary will speak with Rose about this.

**8. FFFNS Donations (1:50 p.m. – 2:00 p.m.)**

The Federation has interest accumulated from the “Because You Care” money.

After some discussion, it was moved by Carolann Zegray and seconded by Iona Smith that the accumulated interest should be disbursed as follows: $500.00 to Chisholm Services for Children, $500.00 to Akoma Family Centre, $500.00 to HomeBridge Youth Society and the balance of $3,500.00 will be deposited in the Federation’s Memorial Bursary Account. Motion carried.

**2:00 p.m. – Guest Speakers from Nelson Place**

Wendy Bungay, Georgeina MacKinnon, and Kathleen Rogers joined the Board Meeting and provided information on the Foster Care Re-Design. The Federation’s Board of Directors was asked to be the Foster Parent Reference Group. This will require bi-weekly meetings with the Project Team and participation is estimated to take up to 5 hours per month. Meetings will be held virtually and in person. The Board of Directors were told that the Powerpoint presentation which was viewed today will be emailed to all the Board Members and information can be shared with foster parents. Topics included new placement types, allegation investigations, financial models and diversity. The first virtually meeting of the Focus Care Re-Design Reference Group will be held on Wednesday, December 8th from 6:00 – 7:00 p.m. DCS Staff will be organizing these meetings.

**3:00 p.m. – Discussion**

The Board of Directors are pleased to be the asked to be the Focus Care Re-Design Reference Group. Everyone is looking forward to the development of the Project Team and the outcomes and changes that are anticipate to occur as a result of this project.

**3:30 p.m. – Next Meeting:** January 14th & 15th – In Person in Central.

**3:40 p.m. – Meeting Adjourned**

Minutes taken by Debbie Thibault