

BCFFPA Board of Directors
Conference Call Summary
November 18, 2008

1. Acceptance of minutes October 25, 2008 – accepted as written (Les/Heather)
2. Additions and Changes
 - a. Add Christmas
 - b. Add Fundraising
3. President's Report
 - a. Insurance Training on Vancouver Island was very well attended. The Federation has doubled its contracted service outcomes in this area. Nanaimo Resources did not attend due to an Adoption meeting taking precedence. A letter will be written expressing the BCFFPA's disappointment at the lack of attendance as the training is geared to both resources and foster parents.
 - b. Kids Up Front – As membership monies cover the costs to operate the program it was felt that the tickets should go to members only. In the past other organizations involved have done this

01/11/2008:MSC:(M. Filiatrault/L. Toth) **Move that beginning January 1, 2009, the tickets from Kids Up Front go to members only. Carried**

The office will make up a generic letter informing foster parents of this change. It will also be posted in the newsletter.

4. Treasurer's Report

02/11/2008:MSC:(L. Toth/H.Bayes) **Move to add the following to Policy and Procedures Financial Policy #9: A bookkeeper or accountant appointed by the BCFFPA Provincial Treasurer shall examine the books and records of 6 local associations per year. Carried**

03/11/2008: MSC:(L. Toth/H Bayes) **Move to add the following to Policy and Procedures Financial Policy #12: Expense statements are to be forwarded to the BCFFPA Provincial office within 20 days of the expense being incurred. Effective immediately a 5% per month penalty will be applied to all expenses which remain outstanding after 30 days. Carried**

04/11/2008:MSC:(L Toth/H. Bayes) **Move to remove from Policy and Procedures Financial Policy #13,14, and 21 and replace with: Board members will receive \$10.00 per month to cover office supplies and printer cartridges. Carried**

The \$10 per month covers expenses related to the workings of the board and includes stamps, paper, and printer cartridges

05/11/2008:MSC:(L. Toth/H.Bayes) **Remove from Policy and Procedures Financial Policy #27 c.**

Currently there are no Regional Councils operating under contract so this is not relevant.

- a. Status of Financial Reporting from Locals – all locals had missing paperwork so their financial information was returned to them with a request to resubmit with all the information. One local responded immediately. The others are still outstanding. The Financial information is to be returned by the 20th of November, when another letter will be sent to those with outstanding information.
- b. GST can be filed quarterly, yearly or monthly

06/11/2008:MSC:(L Toth/H. Bayes) **Move to file GST quarterly. Carried**

07/11/2008:MSC:(L Toth/H. Bayes) **Move to change IV Financial Policy #18 to read: Childcare expenses will be covered at a rate of up to \$15.00 per hour or actual. Not to exceed \$175.00 per 24 hour period. carried**

5. Personnel
 - a. Christmas lunch – H. Bayes proposed the staff Christmas dinner for December 1, 2008. A small gift of flowers or equivalent will be given to staff.
6. Regional Delegate Reports
 - a. Fraser – Ridge Meadows will be holding their annual Christmas party. The Fraser Region continues to work on development of a Macro board. They held a second meeting November 6, 2008.
 - b. Interior – There are a lot of concerns arising around concurrent planning homes. The CSM meeting is rescheduled for January when reps from the Macro board will attend part of the meetings.

There continues to be concerns regarding Protocols and the length of time it is taking to resolve them.

Salmon Arm now has a coordinator.

- c. North – Appreciation events took place throughout the region.

Interest in regional meetings is waning with the closure of a primary foster home. This issue is still not resolved between the foster parent and MCFD.

Axis has hired a new support worker for the area.

- d. Island – Appreciation events took place throughout the island. There has also been training held in the areas of report writing and emergency training.

7. Old Business
 - a. Fundraising – Clarification was given regarding fundraising efforts to date. It is getting more and more difficult to get grants and donations as the economy flattens.

- b. Donation Motion – S. Davis did some research and discovered that other organizations do not have specific policy around the tracking of donations. It was decided to leave Policy and Procedures as it currently stands.
- c. Membership policy – S. Davis and H Bayes to have a meeting regarding this issue and will bring it back on the next conference call.
- d. Motions from the AGM - H Bayes and S Jones took responsibility for motions 16 and 17. Changes to be forwarded to the board
- e. D. Drewitz asked if she can go over slightly in her Kids Up Front budget for the month of December. Any overages will need to be approved by the treasurer on a case by case basis.
- f. Emergency response policy. L. Lachmuth's e-mail will be forwarded to S. Davis. M. Filiatrault, L. Toth, and E. Ashby to work with S. Davis on policy development