

## Mediation Yukon Society

### Board Meeting

Tuesday, February 3, 2009 at 5:00pm

1 Salter Place

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#### In Attendance:

Patrick Gardiner, President  
Hank Moorlag, Vice-President  
Dianne Williams, Treasurer  
Cindy-Anne Belanger, Secretary  
Vickey Aschacher, Board Member  
Nataschaa Chatterton, Board member  
Graham McDonald, Board Member

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#### Agenda Items:

Negotiations Level II, Yukon College – Nataschaa  
Web Site – Hank  
Review of materials – Vickey  
Development of regular meeting schedule – All  
Vision, Mission and Values – Nataschaa  
Strategic planning – Vickey  
Insurance – Dianne  
Income statement – Dianne  
Signing authority - Patrick  
Administrative - all

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### 1. MEETING SCHEDULE

- Preference expressed for a monthly meeting
- Second Tuesday of every month
- No meetings in July or August
- December meeting set aside for M.Y.S. Christmas Social
  - Tuesday, March 10<sup>th</sup> 7:00pm at 1 Salter Place
  - Tuesday, April 14<sup>th</sup> 7:00pm at 1 Salter Place
  - Tuesday, May 12<sup>th</sup> 7:00pm at 1 Salter Place
  - Tuesday, June 9<sup>th</sup> 7:00pm at 1 Salter Place
  - Tuesday, September 8<sup>th</sup> 7:00pm at 1 Salter Place
  - Tuesday, October 13<sup>th</sup> 7:00pm at 1 Salter Place
  - Tuesday, November 10<sup>th</sup> 7:00pm at 1 Salter Place

- Tuesday, December 17<sup>th</sup> 7:00

- **Action: Cindy-Anne to distribute meeting schedule**
- **Action: Hank to post meeting schedule on web site**

## **2. VISION, MISSION AND VALUES**

- Explore at strategic planning session
- Review constitution re: previous drafting
- **Action: Patrick to bring copy of constitution and other relevant materials to strategic planning session and if possible distribute electronically in advance.**

## **3. STRATEGIC PLANNING SESSION**

- ½ day session on Thursday, March 12<sup>th</sup> from 1:00 to 4:00pm
- Use March 10<sup>th</sup> board meeting to fine tune agenda
- Cindy-Anne to prepare work shop agenda for strategic planning session
- Bring history and corporate memory to discussion
- Note public awareness, marketing and communications
- **Action: Cindy-Anne to prepare and distribute agenda in advance of March 10<sup>th</sup> board meeting**
- **Action: Cindy-Anne to book location and refreshments and communicate to board members**

## **4. ADMINISTRATIVE ITEMS**

### MYS Filing Cabinet

- Patrick and Cindy-Anne to go through old files
- E-file where reasonable
- Cull superfluous materials
- Archive historical items
- Forward relevant materials to other board members
- **Action: Patrick and Cindy-Anne to sort through files as discussed above**

### MYS AGM

- AGM must be held no more than (60) days after the end of the fiscal year
- AGM must be held by end of October 2009
- **Action: Schedule AGM for October 2009 and then post information on website**

### MYS Membership Dues

- Membership dues are expected to be paid at the AGM each year

- The majority of dues [to cover the period September 1, 2008 to August 31<sup>st</sup> 2009] are still owing
- Someone must call members to them to remind them to pay their dues into MYS
- **Action: Patrick and Cindy-Anne will split the 2008 membership list and call to remind members that their membership dues are outstanding**
- **Action: Cindy-Anne will provide updated membership list to board members**

Yukon College Annual MYS meeting re: JIBC Courses etc.

- Yukon College holds an annual meeting each year in May to determine scheduling of JIBC courses for coming year
- MYS suggests that a full membership meeting be held one month in advance of this meeting to ensure that the group can strategically represent its interests at the planning meeting
- **Action: Add this item to March board meeting agenda for scheduling and discussion**

## 5. VICKEY'S PRESENTATION

- Vickey presented a compiled list (ideas for items to include in an orientation binder for new members and some administrative ideas to think about for the organization) for the board to review
- **Action: All members to review these materials for discussion at the next meeting and addition to the strategic planning session**

## 6. WEB SITE

- Look at adding profiles and photos of board members
- Post minutes
- Post archival items, i.e. Graham Mediation articles
- Post communication items
- Add "Coaches Corner" to web site – ideas include coaches "tool kit"
- Add membership form
- Add roster of mediators with their profiles linked
- Add roster of teachers with their profiles
- Add roster of coaches with their profiles
- Add calendar of coming events
  - Note JIBC courses
  - Speakers
  - Meetings
  - AGM
- **Action: Hank to begin work on suggestions for web site**

## 7. INSURANCE

- Insurance papers for signature at Lee Nunn's
- Insurance has been renewed
- Follow up needed re: question "does Insurance Company need updated list of instructors each year?"
- Importance of insurance implications must be communicated to all members
- **Action: Patrick to follow up re: question above**
- **Action: Patrick to send communiqué to members outlining insurance implications**

## 8. SIGNING AUTHORITY

### Motion:

For Patrick to have signing authority for MYS business.

Moved: Cindy-Anne

Seconded: Hank

All agreed

## 9. INCOME STATEMENT

- Dianne presented to the Board and provided copy to secretary for filing