

## Pulse Generator Board Meeting Minutes

DATE/TIME: April, 6, 2020

LOCATION: Due to Co-Vid 19 regulations – Meeting was held on Zoom at 12 noon

ATTENDEES: Joan Radford, Joana MacLean, Sherry Sweeney, Mike Bentley, Erin MacDonald, Brittany Arora, Terra Albers, Nim Herian, Audric Moses

REGRETS: N/A

Minutes are provided for this meeting by Joan Radford due to the absence of a member in the Secretary position.

AGENDA ITEM	DISCUSSION	ACTION (responsible, due date)
0.0 Approval of Agenda	Approved by general consent	
1.0 Review of Last Meeting Minutes (Thursday, Feb. 27, 2020)	Approved by general consent <i>Due to current Co-Vid19 situation, board member signatures are not able to be provided at this time.</i>	
2.0 Welcome new Board Members	Joanna welcomed new Members at Large, Terra Albers, Brittany Arora and Erin MacDonald – welcome to the PG Board of Directors  <i>The rest of the Board introduced themselves.</i>  <i>For the first time there are board members from Calgary (FMC), Erin and Covenant Health (Terra)</i>	
3.0 Financial	3.1 February 2020 Summary Analysis: February Revenues represent strength in our planning and our predictions. Our revenues are consistent with our projections and I believe that little will change due to the changes in our situation as the spring registration has not been realized in this month. Our revenues continue to also be good. I have no concerns with any expenses as represented. What to expect in March – Program revenue will be high with spring registration fees – however refunds will be processed and program revenues will likely stay closer to February numbers of 88% of our year end final summary. Membership fees via payroll will be consistent for March, however we did stop accepting membership of March 17, so these numbers could be slightly compromised, however our membership numbers were strong in February and we will likely maintain our membership projections at year end. We also have 1 more RAH management fee (Jan – March 2020). This will be paid. Our Year End revenue projections will be very close to projected.	

We will see expenses in programs and services as instructors will be paid for Winter session, as well Glenrose Equipment payment will also be processed. However we will receive a cheque from them as well to balance this expense. The impact of this “situation” will not be felt until our new fiscal year. Strategies will be developed once we see what we are working with.

**February 2020 Financial Summary are approved by general consent**

3.2 Closure update and Fee strategies:

- Joan will execute the Government subsidies for small business that continue to pay their employees – There are 2 subsidies right now – (1) 10 % of salaries paid between March 15 and June 6 – this is provided by the way of changes in deducted taxes and the other (2) is 75%of salaries paid if the company can prove that 30% or more of their revenues are lost due to their closure – this one has not been enacted yet and is not law. I haven’t applied yet, as they are not applicable until my March 16 payroll submission, which will be submitted on April 15. The two programs are part of the CANADA EMERGENCY WAGE SUBSIDIES program.
- Joan believes that our revenues will be impacted by 30% and would like to make sure we maintain eligibility for this.
- The programs are interactive, meaning that even though we receive on, we will also receive the other in a prorated version if we qualify.
- Joan will be applying for the first subsidy (10%) at this next payroll period. The second one has 3 pay periods. We won’t be able to apply until he second period as the first period includes March – we collected our revenues in March. The other thing to not – although not-for profit are eligible to apply, the determination of revenue has not been provided – obviously to them different. Both programs are retroactive to March 15, 2020.
- Joan has applied and been accepted for Fee relief from Mind Body for April and May fees.
- Membership fee payments – as you can see from the explanation provided, we don’t, right now, have a way of “suspending” deductions. We can only cancel everyone’s memberships. This represents a large amount of administration and will result in a huge and cumbersome amount of administration when we reopen. We are working with payroll now to come up with a plan to suspend membership deductions and will execute this when we have it in place. Obviously, we are not the priority in a very stressed administration. We just want to make sure that when we reinstate memberships that the deductions appear correctly (i.e. don’t accrue payment and deduct too much from people’s pay cheque). When this comes available we will offer members the opportunity to participate or to stay active with some sort of bonus applied to their membership

	<p>when we reopen. It would be really great to have some revenue still coming in. We haven't said anything because we have no sense of timing with this initiative, or if it can be done. We are allowing people to cancel their memberships now if they want...of course.</p> <ul style="list-style-type: none"> <li>• <i>Nim requested that the information regarding payroll deduction refunds be emailed to PG Payroll members – Joan explained that this has been done, however the PG is limited to sending emails only to those who make the choice to receive our email. Joan also mentioned that the information is posted on our Facebook page and our website.</i> Hopefully we will be able to roll this out sooner than later. We have a weekly update that will be sent out keeping the membership in the loop.</li> <li>• Members on payroll deduction have only been charged for their March deduction. The April deduction will not come off their pay cheque until mid to late April, depending when the pay period falls.</li> </ul>	
<p><b>4.0 Facility Update</b></p>	<p>4.1 Closure Update: All facilities have been closed and locked down by protective services.</p> <ul style="list-style-type: none"> <li>• Request for equipment loans – we won't be doing that under any circumstances - liability reasons</li> <li>• Requests to get back into the UAH locker rooms – I am thinking that I will ask Protective Services if we could coordinate a time when their personal could supervise a short period of time that the locker rooms could be open for people to remove their personal items from their lockers as we have had requests from many people who didn't see our notice.</li> <li>• Glenrose – work at the Glenrose and equipment was completed and installed. We do have people who have completed their membership profiles on Mind Body and are waiting now for us to open.</li> </ul>	
<p><b>5.0 Board Business</b></p>	<p>5.1 Secretary position needs to be filled by a Member at Large – offers to accept this position are gratefully accepted – job description as per the Bylaws:  .9.4 Secretary will take minutes at regularly scheduled Board meetings and the Annual General Meetings. These minutes will be provided electronically to Pulse Generator Management for record keeping in accordance with the society regulations.</p> <ul style="list-style-type: none"> <li>• Once minutes are approved by the Pulse Generator Board of Directors the Secretary will ensure that they are posted on the Pulse Generator website.</li> <li>• The Pulse Generator Secretary will also work with Pulse Generator Team members to ensure that the Board of Directors are correctly represented on the Pulse Generator website.</li> </ul> <p>Meeting notes are provided to the Secretary in the format of the minute template for the secretary to use to take minutes and record approvals, actions, and make notes.</p> <p><i>Erin Macdonald volunteered to accept the position of Secretary.  Erin's position was approved by the Board by general consent</i></p>	

	<p>5.2 Election of Executive Members: <i>Nim asked why the appointment of executive happened with so few board members present in February – Joanna explained that quorum was present at the meeting and that this was on the agenda as Audric was ending his term as Chair. Joan explained that it was important that authorizing signatures be changed over and that couldn't be done without executive in place. On short notice both Jenny Wilson (Treasurer) and Dan Marlow (Member at Large) left their positions due to work commitments.</i></p> <p><i>Joanna also stated that she was in agreement with Nim's comments that under normal circumstances the majority of the Board should be present and participatory in the decision making process.</i></p> <p><i>Joanna thanked Audric again for his time on the Board.</i></p>	
<b>6.0 Proposed next Board Meeting</b>	<i>Monday, May 25, 2020 – at noon, likely Zoom</i>	
<b>8.0 Meeting Adjourned</b>	<i>Joanna adjourned the meeting at 12:50pm, Thanking everyone for being at this meeting.</i>	

\_\_\_\_\_ minutes approved by Pulse Generator Board Members as below:

**Print**

**Signature**

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