

GMSS Board Meeting Minutes

Dec 12, 2024

Virtual

Attendees (board): Sarah Henshaw, Janet Bruner, Kay Randall, David McAllister

Attendees (Staff): Elizabeth Walters

Attendees (invited): Samantha Rancourt (audit team), Amber McGonis (audit team), Elizabeth Lundberg (Aris), Rob Beck (Aris)

Agenda item	Summary of discussion	Actions taken	Follow up
Meeting began at 6:06pm			
Mission Moment	Board begins each meeting noting one thing they've done since the last meeting that furthers the GMSS mission.		
Review and Approval of June 2024 Meeting Notes	Board reviewed Sept 2024 meeting notes	Motion to approve: Kay Second by Janet Unanimous 'yea'	
GMSS Audit Presentation	The external audit team presented their findings to the board. Overall, they made a unmodified opinion, which indicates reasonable but not absolute assurances of financial integrity of GMSS. There were no disagreements with management and no difficulties in conducting the audit. There were no material weaknesses and no general control comments.		
Financial Committee Update	Dave noted the audit report is the best we could receive and was congratulatory to Elizabeth and team for their hard work in 2024. He also noted the board should have a training on audits in 2025. Dave presented an overview of the November financials, showing that the year to date continues to show a positive variance. Elizabeth noted that the revenue continues to reflect FY2024 rates, so when FY25 rates are announced, a positive adjustment to revenue is anticipated.		Add audit training for board into board annual calendar.
HR Updates	Elizabeth provided an overview of the changes to the Employee Manual, including the updated FSLA policy to align with	Dave motioned to approve the Employee Handbook as presented to board. Kay	

	<p>mandated changes from DOL. Elizabeth noted these required changes have necessitated changes to CTO and parental leave policies, where weren't popular with staff. Board was provided both the updated Employee Handbook and a FSLA change presentation provided to the staff. Board asked questions about the changes.</p> <p>Elizabeth presented a request to update the holiday schedule to include Indigenous People's Day and a full day before Christmas, instead of a ½ day.</p> <p>Elizabeth presented a request to approve Staff bonuses, as COLA was approved at 3%. The board recognizes the immense amount of work and challenges the staff has faced with grace and compassion. The board is incredibly grateful for all the staff does and supports ways to demonstrate this gratitude that supports continued financial stability.</p> <p>Elizabeth requests approval to purchase a 2016, accessible Dodge Caravan van to replace a van that is no longer in service. The team shopped around to ensure GMSS was getting the best deal on a van that was accessible, had low mileage and a low cost.</p>	<p>seconded this motion. Unanimous 'yea'.</p> <p>Dave motioned to approve recommended changes to the holiday schedule, adding Indigenous People's Day and increasing the time off on the day before Christmas to a full day. Sarah seconded this motion. Unanimous 'yea'.</p> <p>Dave motioned to approve \$1000 bonus for FT staff and \$500 bonus for PT staff. Sarah seconded this motion. Unanimous 'yea'.</p> <p>Dave motioned to approve the purchase of the 2016 accessible Dodge Caravan van with 58,000 miles for \$16,950. Kay seconded the motion. Unanimous 'yea'.</p>	
Board Updates	Sarah noted discussion in Jan will reinvigorate recruitment for new members and when to hold Officer Elections.		
Executive Director Update	Kay moved to hold this discussion in Executive Session following the remainder of this agenda. Entered executive session at 7:37. and exited at 7:40p.	Motion to move discussion to Exec Session: Kay Second: Dave	

		Unanimous “yea”	
Public Comment	The public was invited to make comments or pose questions to the board.		
Next Meeting	Next meeting will be on Jan 23rd at 6-7:30 virtually.		

The meeting ended at 7:45p