



15 August 2022

Subject: Record of events and decisions

Zoom Meeting: Fall Festival affairs

Following some confusion concerning the process of receiving and disbursing donations for projects on behalf of the HCCA, a special meeting was called by the Board of Directors at which some members requested to attend. It was acknowledged that the procedures are not clear and that the HCCA bylaws could be reviewed to facilitate the process of approving projects, allowing funds, and handling reimbursement requests, and that an explicit *Expense Approval and Reimbursement Directive* written to avoid future missteps and ensure Board oversight of all HCCA financial matters.

The membership present and some directors recommended the following:

- Training on directors' responsibilities for non-profit organizations;
- Considering the value of opting for Directors and Officers (D&O) liability insurance;
- Developing and codifying a code of conduct that all directors must adhere to;
- Implementing a clear process for projects and other expenditures;
 - Project definition and approval (i.e. project charter);
 - Budget and expenditure approval process; and
 - Process for expense reimbursements.
- Updating the HCCA bylaws/constitution accordingly.

It was clarified during the meeting that the HCCA would not backstop expenses made for the Fall Festival should the donations fall short. To formalize the Fall Festival, which had received implicit approval, but no financial support, the following motions were carried unanimously:

Motion 1

I move that the HCCA support the Fall Festival 2022 as an official HCCA event to be held on 17 September 2022, from 11am to 4pm.

Moved by Peter Brimacombe, seconded by Peter Foulger, carried unanimously.

Motion 2

Whereas incredible effort has been invested by our volunteers to set up a wonderful community-focused Fall Festival;

Whereas a satisfactory budget (net of in-kind contributions) has been presented to the Board and members of the HCCA on 15 August 2022, by Lynette, John, and Matt;

I move that the HCCA support the provisional budget of \$4,950 based on the donations and expenses presented on 15 August 2022. Should there be a shortfall in donations, the HCCA earmarks a potential donation of up to \$1,000 in a contingency fund that may be used to pay for unforeseen expenses once the Board has been presented an updated budget and is satisfied with the expenses.

Moved by Peter Brimacombe, seconded by Audrey Bélanger Baur, carried unanimously.

Motion 3

Updated budgets with additional donations and sponsorships may be presented to the Board for approval for the Fall Festival 2022. Any surplus will be earmarked for a future Fall Festival.

Moved by Peter Brimacombe, seconded by Patrick Morton, carried unanimously.

All present thanked the organizers and volunteers of the Fall Festival committee for their dedication and hard work. The Fall Festival presentation is available for reference in a separate document.