

Cowichan Watershed Society Meeting

DRAFT Minutes



September 4, 2014
6:30 pm to 7:30 pm

Location: CVRD Boardroom, 2nd
Floor, 175 Ingram, Duncan, BC

Participants: David Anderson, Ross Forrest, Tim Kulchyski, Chief William Seymour, David Slade, Andrew Thomson, Debra Toporowski, CWB Coordinator Rodger Hunter

Co-chair: Co-chair Lorna Medd

1. Welcome; Invocation; Opening Remarks	Co-chair Lorna Medd
2. Agenda	Decision – agenda approved
3. Minutes of July 3, 2014 meeting.	Decision –CWS Minutes of July 3, 2014 approved.
4. Consideration of September 4, 2014 Recommendations of Cowichan Watershed Board Requiring Decision.	Decision - that the CWS support the reallocation of up to \$45,000 of the remaining Gas Tax project funding (to assist with drought efforts being led by the CVRD). Exact amounts are to be determined based on discussions with the CVRD.
5. Review of Society Administrative Issues: <ul style="list-style-type: none"> • CVRD proposed Memorandum of Understanding • Vis-à-vis Service Contract • Liability Insurance • Administrative policies 	<p>Decision –that the executive review and discuss the MOU prior to discussions with the CVRD regarding delivery of the remaining Gas Tax funds in light of the reallocation approval above.</p> <p>A draft Services Agreement was provided for the review of Society Directors. Decision – that the executive will pursue finalizing a services agreement including seeking legal advice on the contract wording.</p> <p>Decision- to purchase the most cost effective director’s liability insurance from the three bids and put general liability insurance on hold until contractually required.</p> <p>Decision – Petty Cash Policy and Contracting and Purchasing Policy approved.</p>
6. Other Issues: Next meeting.	Next meetings including the AGM will be held on October 2, 2014.

Attachment 1 – Draft Financial Policies

Contracting and Purchasing - DRAFT

Introduction

The organization wants to ensure that all contracts for services and purchases on behalf of the organization are authorized by the Board or by Board policies. Unauthorized contracts and purchases deplete the organization's resources and interfere with the Board's ability to govern properly.

Purpose

To spell out procedures that must be followed when the Cowichan Watershed Society enters into contracts and makes purchases.

Policy

All contracts and purchases made on behalf of the organization must be made pursuant to the Society-approved budget or Society rules. All contracts and subcontracts entered into by the Society must be signed by a sufficient number of authorized persons and documented adequately. All contracts or subcontracts of \$10,000 or more sourced by the Society will be put out to tender unless otherwise approved by the Board of the Society.

Petty Cash - DRAFT

Introduction

Payments by cash are not as completely documented and are not as easily monitored as payments by cheque and thus subject the organization to greater likelihood of errors and fraud.

Purpose

To spell out procedures that must be followed when the Cowichan Watershed Society makes disbursements.

Policy

The Petty Cash Fund should only be used when payment by cheque is impracticable. All receipts will be kept and accounted for.