

February 13, 2023
RMMA Agenda Meeting held at RMMA Office 6:00 - 8:30pm

In Attendance: Jeff Crozier, Madilynn Crozier, Amy Cross, Suzanne Fiddler

Missing: Wendy Schneider, Dan Innes, Geri Guse

Opening Prayer: Madilynn gave the opening prayer

MOTION: To accept January meeting minutes as amended. First Jeff Crozier, second Amy Cross, All in favour, passed.

ACTION ITEM: Shannon is to change the third to last motion on page one of January 16, 2023 to reflect that Amy Cross did not first this motion instead it should be changed as follows: **MOTION: To pay Alex Ibbotson full amount of invoice, with a six-hour deduction in pay for hours after her first contracted end date. First Jeff Crozier, second Marie Dawson, All in favour, passed.** Shannon is also to change on page two of the January 16, 2023 minutes **Discussion: We will motion for emails... to ACTION ITEM: We will motion for emails...** Shannon is also to change on page two of the January 16, 2023 minutes **Discussion: Shannon to make everyone a binder.. to ACTION ITEM: Shannon to make everyone a binder...** After these changes have been made Shannon will email the January 16, 2023 minutes back to the Board. TIMELINE: Shannon will have this done as soon as possible.

ACTION ITEM: All email motions to be printed out and added to board binders. To be available for next meeting as well as agendas from September, 2022. Board binders will also be updated to add such items as our most current Societies Act, contact information, etc. Suzanne Fiddler to assist navigators. TIMELINE: This to be done and ready for the next Board meeting.

Presidents update: Jeff Crozier

Met with college and continue relationship with them as far as metis representation. Working with MNBC to get email up and running.

ACTION ITEM: All email to the President will be sent to Rockymountaincc@mNBC.ca and President is only person with access to this email. When a new President is voted in, we will need to contact MNBC to reset email for new President. We will start sending Jeff Crozier emails to this address for consistency and history information for new President. TIMELINE: This is to be done effective immediately.

Jeff Crozier is pursuing more funding with COVID and UPIP.

ACTION ITEM: Jeff Crozier to clarify what the \$800 SOW money is for, been recognized as coming from MNBC for Sashing Our Warriors.

Board Binder with motions and Minutes - Jeff presented to group

ACTION ITEM: Any ideas the navigators have as far as programming to be in writing and emailed to Jeff Crozier to discuss with Board and obtain approval by the board. TIMELINE: This item shall begin immediately.

ACTION ITEM: Job description of board to be done. Suzanne Fiddler will follow up and do draft job descriptions. TIMELINE: Draft job descriptions will be available for next Board meeting for discussion purposes.

ACTION ITEM: Going forward any questions or concerns or to do with policies\procedures are to be directed to Jeff Crozier via his new email. TIMELINE: This item shall begin immediately.

ACTION ITEM: Any questions or concerns regarding finances are to be directed to Suzanne Fiddler via email to finance. TIMELINE: This item shall begin immediately.

MOTION: To purchase a subscription to adobe pdf editor for \$25 a month. Jeff Crozier will submit a receipt to be reimbursed. First, Amy Cross, Second Suzanne Fiddler, all in favour, passed.

ACTION ITEM: The navigators, with the assistance of Suzanne Fiddler, will re-inventory all items we have for sale, sashes, all books, etc. and this will go into a Google Document to be updated appropriately. Amy Cross will draw up the document for RMMA to use. TIMELINE: This will be done in March or April when navigators are not as busy.

Financial update - Suzanne Fiddler

MOTION: RMMA to add employment mileage benefit reimbursing staff at \$.52 a km for RMMA events or work related items. Staff members are required to provide their own logs to be submitted monthly to the Treasurer. First Jeff Crozier, second Madilynn Crozier. All in favour, approved.

ACTION ITEM: Effective March 1, 2023 staff shall keep track of their mileage and submit to Suzanne Fiddler on a monthly basis for reimbursement.

ACTION ITEM: Suzanne Fiddler will develop a mileage log sheet for staff. TIMELINE: Prior to March 1, 2023.

ACTION ITEM: Suzanne Fiddler to add mileage benefit reimbursement to employee contract. TIMELINE: Prior to March 31, 2023.

ACTION ITEM: Jeff Crozier will request an up to date MNBC citizen list and provide that information to the navigators.

ACTION ITEM: Navigators to contact membership to see if we can do up a list of volunteers and what they are willing to do (example assist with community events,

Pick up supplies for food recovery or kitchen party, to call membership) TIMELINE: Navigators to start doing this in March or April when there are less activities to look after.

MOTION: To invite all new citizens effective Jan 2023 to the next kitchen party and they will be honoured by a metis sash. First Amy Cross, second Suzanne Fiddler, all in favour, approved.

ACTION ITEM: Navigators to start keeping track of new citizens so they can be contacted for next kitchen party. TIMELINE: April when navigators have less activities to look after.

ACTION ITEM: Every month the navigators will send to the secretary, Suzanne Fiddler, a monthly calendar of events to be posted on the website. TIMELINE: Every month beginning March 1, 2023.

ACTION ITEM: Monthly calendar of events to be pinned on the RMMA facebook page and any changes will be made on this calendar. TIMELINE: Navigators to do this as soon as possible.

- Debit/Credit Card - Suzanne advised board that this has yet to be done. Amy Cross will go to the bank to sign signatory authorization. ACTION ITEM: Jeff Crozier will contact TD Bank to get answers as to how to have a debit or credit card. TIMELINE: As soon as possible.

- Policy and Procedure Manual with calendar in front stating what needs to be renewed\updated. We are starting to get way to ahead of ourselves and unorganized, must slow down and get these things done. Each director should have a "job description" so as to avoid confusion with the staff as to who they should contact and for what reason.

ACTION ITEM: Navigators to locate and start compiling all current policies and procedures and start a binder. This will cover all new and past policies that have been implemented as well as full procedures on how to do everything in the office including and not limited to how to set up for programs, how to do a deposit, how to do event poster, etc. At the beginning of the policy and procedure manual will be monthly calendar to determine when items are to be done up a regular yearly basis (example - office insurance - when is that due,etc.) TIMELINE: Amy Cross to get an example of a policy and procedure manual as soon as possible and Suzanne Fiddler will start assisting the navigators in compiling such a document. Amy Cross will get the example as soon as possible and Suzanne Fiddler to assist navigators in March or April when activities slow down a bit.

ACTION ITEM: Society Act and renewals will be the responsibility of the Secretary of the Board to ensure that this is done on a yearly basis. TIMELINE: Suzanne Fiddler to do this as soon as possible.

- Employee contracts expire March 31, 2023.

ACTION ITEM: President, Jeff Crozier will do individual reviews with the navigators and have employee sign new contracts. TIMELINE: Prior to March 31, 2023.

ACTION ITEM: Amy Cross will locate an example of an employee review for Jeff Crozier. TIMELINE: Prior to beginning of March, 2023

ACTION ITEM: Suzanne Fiddler to send to Jeff Crozier an updated employee contract. TIMELINE: Prior to beginning of March 2023.

ACTION ITEM: Cheques will be written every weekend and ready for pick up or mail on Monday or Tuesday. TIMELINE: Treasurer to do this weekly, will pick up receipts, invoices every Friday afternoon.

ACTION ITEM: Amy Cross to send Suzanne Fiddler a more formal invoice for us to use when a supplier does not have an invoice. TIMELINE: As soon as possible.

ACTION ITEM: Amy Cross to contact Medicine Hat metis office regarding the \$800 that is still owing for the Michif Online 2022 contribution. TIMELINE: Amy Cross to do this as soon as possible.

- Budget and projects to be approved and reviewed by Board
- Soccer program - Amy Cross

MOTION: RMMA will spend up to \$1200 for the 6 week soccer program in conjunction with Child & Family services. These monies will come out of the UPIP funding. First Amy Cross, Second Madilynn Crozier, all in favour, approved.

- Wellness Days - Madilynn Crozier.

MOTION: Madilynn wishes to spend up to \$1,000 on better beading supplies for our beading sessions with Alexis Hekker. First Madilynn Crozier, second Amy Cross, all in favour, approved.

- National Indigenous Peoples Day - Amy Cross. Days are June 19th to 20th and Amy will update as things progress.

MOTION: To spend up to \$1650 from the UPIP fund for a Metis Community Sash Creation workshop. First Amy Cross, second Madilynn Crozier, all in favour, approved.

- Presentation to RMMA by College of the Rockies. Last summer ministry came up with new funding. They would like to have a letter of support. RMMA wants to be on board on the college, there is an open spot. College will help with application. Use of gathering place - what does RMMA need to do this. Formal policy but procedures are being worked out. For now all bookings through roombooking@cotr.bc.ca college to be named as additional insured.

ACTION ITEM: Jeff Crozier will provide COTR with a letter of support by emailing letter to Dana at COTR. TIMELINE: Jeff Crozier to have this done by the end of the week of February 13, 2023.

ACTION ITEM: Board members will provide to the navigators a distribution list which shall be done via Mailchimp which is comprise of COTR, Columbia Basin Trust, etc. Emails will be set up as a bcc to these partners and will include all posters for events. One example is for COTR to us email of indigenous@cotr.bc.ca

ACTION ITEM: COTR and RMMA staff members to meet at Meeting Place at COTR to gain and share knowledge of what each does. TIMELINE: COTR will contact RMMA to set this up.

NOTE: COTR has a mobile classroom for about 1 dozen kids, desks, etc. Something for RMMA to keep in mind.

Elders in residence - Update/discussion: Tabled to March board meeting.

Officer of the Hunt - Jeff Crozier: Tabled to March board meeting.

Metis Cultural Day Feb 25th - update and reminder

ACTION ITEM: Navigators to confirm how many citizens will be attending. TIMELINE: Prior to the end of the week via email to Jeff Crozier.

Elders Committee - Suzanne Fiddler -Progress: Tabled to March board meeting so committee can discuss and define.

Procurement committee - progress: Tabled to March board meeting.

Closing comments Adjournment. 8:38pm