



INFORMCANADA
Minutes

November 18, 2021-by Teleconference

Present:

Jerilyn Dressler (chair), John Hoyles, Marcus Logan, Philip Wolfart, Corinne Gallois (note taker), Pam Hillier, Robyn Romano, Sherry Fahim

Regrets: None

Jerilyn began the meeting at 1:07 pm Eastern Time.

Approval of the Agenda - Jerilyn

- ❖ Motion to approve the Agenda by **Robyn**, seconded by **Pam**.

Approval of minutes of September 16th, 2021

- ❖ Motion to approve minutes by **Pam**, seconded by **Marcus**. All in favour

Business Arising & Updates

- Approval of Membership Renewal Form/2022 Members Services – Jerilyn
 - Send by Melanie, only date has changed
Jerilyn suggests an overall review once we have the IO/IC partnership set up
Pam: suggests adding the AIRS logo
- ❖ Jerilyn: will ask Melanie to add the AIRS logo the Membership Application Form
- ❖ Motion to approve new Membership Form by **Marcus**, seconded by **Philip**. All in favour
- Other business
 - Marcus: audited randomly by IRCC Refugee Canada Grant: receipts/invoices issued by IC should be numbered (unique number for tracking purpose)
Pam: should be included in contract agreement with CNEO who do the accounting
Jerilyn: agreement has not been formalized yet
- ❖ John: will follow up with Melanie who can coordinate with Carole (accountant for CNEO)
- ❖ John/Jerilyn: will discuss offline re a new agreement IC/CNEO

Financial Update - John

- no financial statement, no anomaly to report ; reported financial considerations for the merger
- Pam: make sure the Board receives statements since they're accountable
- ❖ John: will send most recent financial report in the next 2 weeks, and the following one ready for next meeting

InformOntario/InformCanada Collaboration (Ongoing)

- Reporting on meeting with larger group and additional meeting with AIRS
- Main meeting (Jerilyn, Pam, Marcus, John, Bibi and Gary from IO)
 - Pam/Bibi: draft value statement, new name brainstorming
 - John/Gary/Marcus: structure, finance/budget discussion ; see John's report
 - there is still an appetite to continue exploration
 - John: lawyer recommends keeping IO registered charity status then change to federal corporation, simplest and least expensive
- Meeting with AIRS (Pam, Marcus, Clive Jones)
 - AIRS will support IC in their decision
 - authorize the use of AIRS in new name for the new entity
- Other considerations:
 - Name/Branding:
 IO still registered under old name (ACICO)
 Do you change the name before or after turning into a federal corporation?
 AIRS also questioning their name
 The name should say what you do
 Be careful about other names existing in the sector
 Consider adding AIRS to new name (will need a license agreement)
 CNEO has a graphic designer that can assist with logo
 - Board recruitment:
 Invite more people to sit in the board
 Start recruitment earlier to give time for onboarding
 John: CNEO starts in February for June AGM, potential recruits invited to April's meeting for observation
- ❖ John: will send letter to IC/IO with high level next steps and recommendations re structure and values
- ❖ Jerilyn: will schedule next merger meeting before Christmas
- ❖ Jerilyn: will include board recruitment on January's agenda

Subcommittee Updates (Chairs)

- Strategy
 - focused on IC/IO merger
- Membership and Engagement (Marcus)
 - Melanie sent reports on membership
 - Marcus: focused on AIRS and IC/IO merger, no report
 - Pam: can Melanie do a synopsis for Marcus every time she does the report, so Marcus doesn't have, she's familiar with the data + good stuff to include on the website
- ❖ Jerilyn: will ask Melanie to provide summary for Marcus in board package

- Governance (John)
- focused on IC/IO merger

Other items

- n/a

Adjournment and Next Meeting

Meeting was adjourned at **1:51pm**.

(next meeting January 20)