

# MINUTES

## Monthly Board of Directors Meeting

Date: October 22, 2025

Time: 7:08 PM – 8:33 PM

Location: Online

Present: Ravi Yee Joshi, Wairimu, Allison Macdonald-Buchanan, Michelle Markwart, Roger Behary Lall, Britt Rodriguez, Ejay Tupe, Amanda Munday, Wasini Ngilari (Minute Taker)

Guests:

Regrets: Sarah Reyes

### Agenda Items

Topic	Discussion	Decision	Action Item
1) Welcome and Introductions <ul style="list-style-type: none"><li>Land acknowledgement<ul style="list-style-type: none"><li>→ Appoint person responsible for acknowledgement next meeting</li></ul></li><li>Declaration of conflict of interest</li><li>Introduction of guests present</li></ul>	Meeting Start – [7:08PM] <ul style="list-style-type: none"><li>Land acknowledgement delivered by Michelle</li></ul>	Motion to appoint volunteer for next Land Acknowledgement:	Allison MacDonald to deliver Land Acknowledgement next meeting.
2) Approval of Agenda <ul style="list-style-type: none"><li>→ Motion to approve agenda</li></ul>		Motion to approve agenda: moved by: Amanda Munday; seconded by: Britt Rodriguez (carried).	
3) Consent Agenda <ul style="list-style-type: none"><li>→ Motion to approve consent agenda</li><li>[any policies requiring routine approvals, correspondence requiring receipt, committee reports with no action items, etc.]</li><li>Minutes of last meeting<ul style="list-style-type: none"><li>→ Motion to adopt minutes of last meeting</li></ul></li><li>Management report</li><li>Executive report</li><li>Board Development and Nominations report</li><li>Fundraising, Marketing, Membership, and Outreach</li></ul>	<ul style="list-style-type: none"><li>Policies requiring routine approvals, correspondence requiring receipt, and committee reports with no action items were reviewed.</li><li>Minutes of last meeting reviewed for accuracy.</li><li>Management report highlights: updates on ongoing programs, operational issues, staffing updates.</li><li>Executive report highlights: strategic updates, upcoming priorities, organizational developments.</li></ul>	Motion to approve consent agenda: moved by: Lindsay Williams; seconded by: Ejay Tupe (carried).  Motion to adopt minutes of last meeting: Moved by Lindsay Williams, seconded by Amanda Munday (carried).	

	<ul style="list-style-type: none"> <li>• Board Development and Nominations report: update on recruitment, training, and governance activities.</li> <li>• Fundraising, Marketing, Membership, and Outreach: updates on campaigns, membership engagement, and communications.</li> </ul>		
4) Business Arising <ul style="list-style-type: none"> <li>→ Review of action items from the previous meeting</li> <li>→ Items for discussion from consent agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Review of action items from the previous meeting to confirm completion or follow-up.</li> <li>• Discussion of any pending items from the consent agenda requiring further attention.</li> </ul>		
5) Finance Committee Report	<ul style="list-style-type: none"> <li>• Committee provided an overview of financial statements, cash balances, and budget status.</li> <li>• Discussion on minimum cash balance policy and its implications for operations.</li> <li>• Members asked clarifying questions regarding financial projections.</li> </ul>		
6) New Business <ul style="list-style-type: none"> <li>• [any new items]</li> </ul>	<ul style="list-style-type: none"> <li>• Ejay discussed a book about gift categories and its potential relevance for fundraising strategy.</li> <li>• Members discussed ideas for categorizing donations and improving donor engagement.</li> </ul>		Agreement to explore gift categories further and report back at next meeting.
7) Announcements and Updates	No announcements or updates were provided.		
8) In Camera Meeting (Board and Executive Director only)			
9) In Camera Meeting (Board only)			
10) Next Meeting and Adjournment <ul style="list-style-type: none"> <li>• Next meeting date: <ul style="list-style-type: none"> <li>→ Motion to Adjourn</li> </ul> </li> </ul>			Motion to adjourn the meeting at 8:33 PM.