

Present: Michel Belzile, chair
Donna Chapman, Robert Denhoed, Frank Fedyk, Leanne Friesen, Murray Kohler, Birgid MacCallum (am only; via phone), Lola Mather-Dyer, Bob McCarty, Janet McKenzie, Debra Nicholson-Elwell, Craig Rumble, Steve Sparks, Heather Rumball

Regrets: Christopher Lu

Staff: Tim McCoy, Miranda Queh, Melody Currier

1	Opening Devotion and Prayer	Michel led in an opening devotional.
2	Consent Agenda	
2.1	Approval of Agenda and Declarations of Conflict of Interest	President: Agenda is declared approved. Michel noted that the GEM principles for today are Respect and Expect. There were no declarations of conflict of interest to declare.
2.2	Approval of Minutes	
2.2.1	Board	MSC 020315-01 to approve the Board minutes of Nov 25, 2014.
2.2.2	Executive Committee	MSC 020315-02 to ratify actions of the Executive Committee contained in the minutes of Jan 14 2015, except for recommendations coming out of the minutes.
2.3	Committee Minutes	
2.3.1	FOC	MSC 020315-03 to receive for information the FOC minutes of December 16, 2014 and January 8, 2015.
2.3.2	Investment	MSC 020315-04 to receive for information the Investment minutes of December 15, 2014.
3	Business Arising from the Minutes	
3.1	Policy Review Timeline	Frank provided an overview of the recommendations, which was followed by a time of discussion. It was noted that the applicable committee/team would review the policy during the year indicated and report back to the Policy Officer. Sometimes a review would result in no change. The Policy Officer would track that the review occurred and it would be noted in the board minutes. It was noted that a process is in place to address the TBD items. [Heather and Rob joined the meeting at this time.] MSC 020315-05 to accept the four recommendations listed below. <ol style="list-style-type: none"> 1. To accept best practice to review the governance policies no longer than once every two to three years. 2. To make minor edits to each policy (ie name change from BCOQ to CBOQ) at the time of the next scheduled review of the policy in question. 3. To, on an annual basis, set a schedule for the regular and on-going review of the board's governance policies at the November board meeting. 4. To conduct a content review of the following nine policies in 2015:

		<ul style="list-style-type: none"> • Investment Policy – Property Fund • Investment Policy – Restricted Fund • Lifestyle Policy • Execution of Documents Policy • Policy Regarding Succession Planning • Policy Regarding the Use of the Fellowship Fund • Board Policy on Correspondence • Basic Group Benefits Subsidy Policy • Group Benefit Plan Administration Policy in Handling Unpaid Premiums
3.2	Lynde Creek Manor Expansion Project	<p>Michel provided a verbal update. He also referred to questions and answers from Christopher that provided clarification to the printed update. He noted that the Foundation has let us know that they will be requesting the final amount of the loan from CBOQ in March. This amount was approved by our board last April. Michel also informed the Foundation at a recent meeting that CBOQ has no further finances to loan them. It was noted that February 2016 is the full occupancy (93 suites) target date. This is end of Phase 2.</p> <p>It was agreed that Melody would communicate to Christopher:</p> <ol style="list-style-type: none"> 1. Board concern regarding promotion of the newly vacated older units as people migrate to the new building. What is the marketing plan for filling these suites? 2. The board would like a full update at its April meeting, similar to what was received for its November meeting.
3.3	Office Space Search	<p>Michel introduced the board to Geoff Moore, who is a member of the Office Space Search Advisory Team. Geoff provided an overview of the search since the team started in 2012, which was followed by a time of discussion. The team tried for an early lease termination in July 2014 but our building management was not interested. In August 2014 the team looked at space in a local church, but it was not adequate. The team began working with IVCF last summer. Just recently the team looked at other purchase options, but none compared with the IVCF option. The team recommends the board look into eventual purchase of the IVCF property. For the immediate, it would be a sub-lease from IVCF. It was confirmed that the 2015 budget includes the extra rental costs for 2015. It was confirmed that the space will accommodate our current staff model, along with Baptist Women and READ ON bookstore. It was noted that plan would be to take possession August 15 and move the end of November. It was noted that IVCF has a board meeting later this month to approve the sub-lease to CBOQ.</p> <p>MSC 020315-06 to authorize:</p> <ol style="list-style-type: none"> 1. CBOQ staff and/or their representative to complete negotiations with IVCF for sublease of the office space at 5 International Blvd, Etobicoke; 2. a budget of no more than \$300,000 for renovation and retrofitting of the office space, and

			<p>3. CBOQ staff and/or their representative to continue negotiations for possible purchase of the building.</p> <p>MSC 020315-07 to request that Geoff Moore work with owner of the building to get a first right of refusal for purchase of building.</p>
3.4	Board Strategic Priority: Strengthening Relationships		<p>Michel provided highlights to the recommendation, which was followed by a time of discussion. It was noted that this mandate is to develop our board point of view concerning each relationship. The desired outcome for this strategic priority is to establish what we at CBOQ want of each of these relationships. What is our relationship with our partner and is this what we want it to be? It was requested that anyone interested in taking this mandate up with any one of the six identified organizations to follow up with Michel. A few board members volunteered.</p> <p>MSC 020315-08 to approve the following mandate with regard to the six organizations indicated as part of the Strengthening Relationships strategic priority:</p> <ol style="list-style-type: none"> 1. Define current relationship, including, but not limited to, the following areas: finances, collaboration and partner activities, leadership expectations 2. Identify challenges and positives with current relationship (SWOT analysis – strengths, weaknesses, opportunities, threats) 3. Suggest changes to current relationship 4. Board discussion and next steps
4	Executive Minister’s Report		<p>Tim provided highlights to his written report, following which there was a time for questions. Tim was theme speaker at Blizzard this past weekend. Tim also provided an update on staffing.</p> <p>MSC 020315-09 to receive EM’s report.</p>
5	Treasurer’s Report		<p>Miranda provided highlights to her written report, following which there was a time for questions. Miranda noted that the Bank loan as of December 31, 2014 was paid off at the end of January 2015. It was noted that the lower expenditures for 2014 was largely due to staff vacancies. Miranda noted that for 2014, \$1,381,780.90 was redeemed in new certificate loans and \$878,944.14 was invested in new certificate loans.</p> <p>MSC 020315-10 to receive the Treasurer’s report.</p>
6	New Business		
6.1	2015 Revised budget		<p>Miranda gave highlights to the written report.</p> <p>MSC 020315-11 to approve the 2015 Revised Budget.</p>

6.2	2014 Audit fee	<p>Heather gave highlights to the recommendation.</p> <p>MSC 020315-12 to approve \$36,200 for auditor fees for the year 2014.</p>
6.3	Vittoria Baptist Church property	<p>Miranda gave highlights to the recommendation.</p> <p>MSC 020315-13</p> <p>Whereas, the Canadian Baptists of Ontario and Quebec (“CBOQ”) owns property located at 13 Lampport Street, Vittoria, Ontario (“the property”) formerly known as Vittoria Baptist Church; and</p> <p>Whereas, the property was given to CBOQ by the congregation of Vittoria Baptist Church upon closing, to be used or sold at the discretion of CBOQ; and,</p> <p>Whereas, CBOQ has been unsuccessful in finding an alternate use of the property;</p> <p>Now therefore be it resolved, that the Board of Canadian Baptists of Ontario and Quebec list the property for sale and instruct the Executive Committee to accept any offer with limited conditions of \$150,000 or above.</p>
7	Board Business	
7.1	In Camera	<p>Discussion [immediately after lunch] [Birgid left the meeting (attending via phone) after the in camera agenda item.]</p>
7.2	Board Correspondence	<p>There has been no correspondence for the board received since the previous board meeting.</p>
7.3	Partner Presentation	<p>Sam Chaise, Executive Director of CBM, made a presentation.</p>
7.4	Board Member Resignation	<p>Michel noted that Carl Chang submitted his resignation last December due to schedule and time constraints with his new job. It was also noted that Donna will conduct an exit interview with Carl. [Murray left the meeting at this time.]</p> <p>MSC 020315-14 to accept, with regret, the resignation of Carl Chang from the Board and the Investment Committee, effective December 16, 2014.</p> <p>MSC 020315-15 to appoint Janice Charko to the CBOQ Board, effective February 3, 2015, for the remainder of the term left vacant by Carl Chang’s resignation.</p> <p>MSC 020315-16 to give authority to the Executive Committee to appoint a board rep to the Investment Committee.</p>
7.5	Board Annual Calendar	<p>Melody noted that the next board meeting is scheduled for April 24 and 25 in the Georgian Bay Association. Further details will be forthcoming.</p>

	7.6	Board Meeting Review	Discussion
8	Adjournment		Heather closed in prayer. The meeting adjourned at 4:10 pm

President

Secretary

Date

Date