

SMNB Board of Directors Meeting Minutes

Wednesday, May 1<sup>st</sup>, 2024 @1930h

Teleconference

1	<p>Call to Order</p> <p>In attendance for this meeting:          Jody Tower, President, SMNB          Mario Levasseur, SMNB Treasurer, Zone 1 Director          Linda Mann, SMNB Secretary, Zone 2 Director          Valmond Hachey, Zone 3 Director          Zarla Gorton, Zone 4 Director          Andre Yoston, SMNB Vice President, Zone 5 Director          Andre Melanson, Zone 6 Director          Tim Bamford, Zone 7 Director          Kyle Good, SMNB Trail Manager          Brad Mann, Past President, SMNB</p> <p>Jody called the meeting to order at 1932h</p>	Jody
2	<p>Jody said that he met with our legal council, Jessica Bungay, regarding the 2 harassment charges brought forward to him. Her legal recommendation was to not move forward with an investigation due to each one being of one occurrence each. She did suggest that we hire someone to give a session on proper workplace behaviour. Jody will look into that for our June meeting.</p>	Jody
3	<p>Jody advised us that Janice needs to have our signing authority updated ASAP so she can start the process of updating the paperwork that needs to be sent to CRA, and our bank for company signing authority and signing/using cheques etc. Kyle Good will be appointed acting Executive Director for bank signing authority only. There needs to be 5 separate individuals who have this signing authority.</p> <p><u>Andre Yoston motioned “I move that Kyle Good, Trail Manager of SMNB, be appointed as acting Executive Director for bank signing authority only, along with the Executive Members of SMNB as listed below:</u></p> <p><u>President: Jody Tower</u>  <u>Vice President: Andre Yoston</u>  <u>Treasurer: Mario Levasseur</u>  <u>Secretary: Linda Mann</u></p>	Andre Y

	<p>The original motion pad(document for the motion sent via email) did not include Mario’s name as Treasurer but was amended to reflect his position as Treasurer.</p> <p><u>Motion was Seconded by Linda Mann</u></p> <p>Voting was done via email to Lisa MacDougall, SMNB Administrative Assistant and motion was passed.</p>	
4	<p><u>Andre Melanson motioned to allow Mr. Dave Garland to meet and provide documents to our lawyer, Jessica Bungay(Cox and Palmer) in reference to his dismissal so that she may advise the Board of Directors.</u></p> <p>In discussion on this motion, Jody added that since the Board of Directors is self governing, Jessica could act as a judge on this matter and advise us on how to proceed.</p> <p>Mario wanted to know the reason why this issue was still being discussed since the decision had already been made by the previous board. Was the intent of this meeting with Mr. Garland and Ms. Bungay an attempt to rehire him as Executive Director?</p> <p>Linda voice the opinion that she thought perhaps Mr. Garland could give his documents to Ms. Bungay and she could review them and then advise the Board of Directors, but that he should not be able to have a meeting with our legal council.</p> <p><u>Motion was Seconded by Tim Bamford</u></p> <p>Voting was done via email to Lisa MacDougall, SMNB Administrative Assistant and the motion was passed.</p>	Andre M
5	<p><u>Andre Yoston motioned to begin the process to strike a committee(HR) on hiring a fourth staff member as a bilingual receptionist.</u></p> <p>In discussion on this motion, Jody appointed Andre Yoston as chair of the HR committee.</p> <p>Going back to the BOD meeting from November 2023, it had been mentioned to hire an extra staff to answer phones etc to allow Lisa MacDougall, SMNB Administrative Assistant to expand into the role of taking charge of our social media, website and marketing duties. Hiring of a receptionist will allow her the time to take on these extra duties.</p> <p>Kyle mentioned that going forward, the company needs to expand and develop our marketing to move the company forward and to help keep it growing. Brad mentioned that the candidate be bilingual due to New Brunswick being a bilingual province. Kyle expressed that as</p>	Andre Y

	<p>long as the candidate was functionally bilingual with speaking, that full bilingualism(written and spoken) wasn't needed. The HR committee, along with staff, will decide on the duties of this new position and all will be part of the hiring process.</p> <p><u>Motion was Seconded by Valmond Hachey</u></p> <p>Voting was done via email to Lisa MacDougall, SMNB Administrative Assistant and motion was passed.</p>	
6	<p>Jody opened up the floor to any concerns or issues from any of the directors.</p> <p>-Mario stated that when he did a reply all to the invite to the meeting, his email to Jody, Tim and Kevin returned to him as "blocked." He met with his IT person and it didn't seem to be an issue on his end but he was going to send individual emails to each of those 3 recipient's emails to ensure that they will receive his email in the future.</p> <p>-There were no other concerns or issues at this time.</p>	Jody

Meeting was adjourned at 1951h