

SPECIAL
Board of Management Meeting
Tuesday, December 5, 2017
4:00 p.m. – BIA Office

Minutes

Board Members Invited:

Ron Charbonneau – Chairperson, Amanda Mckenzie – Vice Chair, Tony Barranca – Treasurer, Matthew Aiello, Sal Dipietro, Wendy Leard, Joe Mrkalj, Karen Stearne

Absent: Julio Batres-Gavidia, Jim Diodati, Steve Ichelson, Eric Martin, Phil Ritchie

Excused: Joyce Morocco

Guests: Connor Gates & Mark Palumbi (Crawford, Smith & Swallow)

Recording Secretary: Agnes Hoelzner

Staff: Kim Ferri

1. Welcome and overview of the Agenda – Ron Charbonneau
2. Declaration of Conflict of Interest – None declared
3. Presentation of 2016 Audit Report Draft by Mark Palumbi of Crawford, Smith & Swallow
 - Recommendation was made by the auditors that all invoices should reflect the correct HST amount broken out separately. All credit card transactions need to have the appropriate receipts attached to the statement indicating what the purchases were used for.Motion to approve Audit Report: Joe Mrkalji
Seconded by: Tony Barranca
Abstained: None
Carried
4. The meeting was adjourned