

## Minutes of Finance Committee Meeting on Feb 24, 2022

Meeting called to order at 1:05

**Participants** – Megan Alpaugh (Facilitator), Cheryl Martin (Chair), Wilf Froese (Secretary)

### Discuss documentation to be presented to the board

- Minutes of the Finance Committee will be available on the board portal.
- A summary treasurer's report will be posted to the portal. Board members have access to the complete financials in the board portal.
- The treasurer will prepare the summary report
- The template used for January 31, 2022 report will be used for now. It can be adjusted if more information is requested.
- The treasurer's report will be prepared monthly.

### Finance Committee Terms of Reference and Committee Governance

- Megan presented a Terms of Reference template
- The template was a great starting point and we made some initial edits to suit our needs.
- Further edits/additions will be made as needed

Cheryl had a question as to how the consent agenda questions will be conveyed to the treasurer. Megan took this to Kim. Questions/Reponses will be posted to the board portal.

Meeting adjourned at 1:35pm

Next meeting April 28, 2021 at 1pm via Zoom.

### Consent Agenda Discussion

**Question:** If someone makes comments or presents a question during the consent agenda, how will these be handled? Should questions be handled by the subcommittees?

### Kim's Response:

It the question is something like "What is this expense...." or "why is this program structured in this way...." It needs to come from "the knowledge holders" and will be responded to by Kim (in conjunction with Megan or Bailey when applicable).



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But if the question is about “How should the board handle things like: reports, meetings, procedural stuff, governance, ect, that should go to the committees. If someone asks something like “How do we handle questions from the public that are directed at the board/” then that question would be forwarded to the Governance committee to review, develop and have a new procedure approved by the board.

**Kim’s Email to the Board of Directors also referenced this topic in the following paragraph:**

Thank you for your attention to the February Consent Agenda! I have downloaded the compiled results from the google form into a spreadsheet and added a link to the results on the Board Portal. I added in a column for my responses to any questions/comments that arose from the Feb Consent Agenda. I have also added that report to our agenda for the March KMC Board meeting. Feel free to go in through the [Board Portal](#) to have a look, or just [click this link](#) to see the report.