



BC Métis Federation Board Meeting
Thursday, June 23rd, 2022
BC Metis Federation Office
Suite 390 – 3665 Kingsway
Vancouver, BC

Approved Minutes

Attendees:

Board Members –

1. Keith Henry - President
2. Jacquie Swaisland – Board Member
3. Rene Therrien – Vice President
4. Earl Belcourt – Board Member
5. Louise Lambert – Board Member
6. Rosanne Forget – Board Member
7. Cindy Wilgosh – Board Member

Operational Team –

1. Betty Fisher – Director of Finance
2. Greg Mazur – Director of Industry Engagement
3. Taylor McLeod – Industry Procurement Coordinator
4. JJ Lavallee – Cultural and Community Coordinator
5. Brady Smith – Senior Strategic Policy Advisor
6. Kassandra Sisson – Director of Communications
7. Sherry Daniels – Office Manager
8. Angel Fisher – Membership and CCG Coordinator
9. Joe Desjarlais – Director of Research
10. Kevin Henry- Community Health Coordinator
11. Brad Giroux – Industry Engagement Assistant
12. Drake Henry – Health Project Coordinator

1. Welcome and Opening Remarks 12:45 PM

Opening Prayer: JJ Lavallee

The Board and Operational Team members were welcomed to the meeting by President Keith Henry.

2. Review/Acceptance of Agenda 12:50 PM

Motion 20220623-01 – To Approve/Accept the June 23rd, 2022 Agenda

Moved by- Rosanne Forget

Seconded by – Earl Belcourt

Carried

3. Review/Approve Minutes 12:55 PM

- a. March 4th, 2022

President Keith Henry reviewed the minutes and noted that Action items 1-4 have been addressed and implemented.

Motion 20220623-02- To Approve/Accept the March 4th, 2022 Minutes

Moved by- Jacquie Swaisland

Seconded- by Louise Lambert

Carried

4. BC Metis Federation Reporting 1:00 PM
 - a. 2021-2022 Annual Report

Brady Smith provided a summary of the Annual Report. The goal of the Annual Report is to highlight the hard work of the Board and Operational Team particularly throughout the past year with COVID-19. The new format has beautiful imagery and has been designed to be engaging for the members. This is a Draft review and Board approval is not required at this time. President Keith Henry asked for feedback from the Board members and praise and support for the exciting new format was unanimous.

Action Item #1 – To insert the approved 2021-2022 audited financial statements subject to Board approval in July 2022

- b. Finance
 - i. 2022-2023 Financial Reporting Update

Director of Finance Better Fisher reviewed the Profit and Loss Statement to the end of May 2022.

1. YTD Financial Forecast

President Keith Henry summarized that revenues are in alignment with expected expenses.

2. Profit and Loss Report April 2022-May 2022

Director of Finance Betty Fisher reviewed the 12-month forecast for the fiscal year. She stated that the budgets are fluid and will change when funds are allocated to each individual project. The original forecast of \$1.9M is currently projected to be \$2.4M for this fiscal year. There are several funding sources still finalizing.

Motion 20220623-03 – To Approve/Accept the YTD and Profit and Loss Report April 2022-May 2022

Moved by – Rosanne Forget

Seconded by – Rene Therrien

Carried

3. 2021-2022 KPMG Draft Audit

KPMG representative Sean Reid provided a comprehensive summary with the Audit Findings Report for the year ending March 31, 2022. The Report included an Executive Summary, Materiality, Areas of Audit Focus, Audit Risks and Results and Other Observations. Mr. Reid stated that the most significant findings

included that revenues are up approximately 60% over the past year as well as expenses. This has been driven primarily by new contracts. On the expenditures, the most significant increase was in payroll. Mr. Reid recommended a capitalization program for expenses such as office furniture so that they can be amortized,

Action Item #2 – Financial team to implement revenue capital expense policy

Mr. Reid also discussed KPMG’s role with tax compliance assistance and in particular a GST assessment which identified \$30,000 due to BCMF. KPMG is working with CRA to see the funds realized.

President Keith Henry added that the testing with checks and balances that KPMG has done have been excellent and that good controls are in place. The Financial Report Summary is consistent with what was presented to the Board in March. The only significant impact are the project holdbacks which will have some impacts on this fiscal year. President Henry thanked Sean Reid for his presentation.

Motion 20220623-04- To Approve/accept the KPMG Audit Findings Report

Moved - by Earl Belcourt

Seconded by – Cindy Wilgosh

Carried

4. BMO Banking Update

President Keith Henry asked the Board to increase the current Line of Credit with BMO which is currently \$60K to \$200K. There is a current need to have funds available to cover operating expenses and other expenditures due to ongoing late payments from various partners and programs. These additional funds will assist BCMF with the unpredictability of the corporate agreement funds of \$400K which are yet to be fully realized. President Henry recommended that the Board approve the Letter of Agreement from BMO, Each Director was asked to comment and the Board was in unanimous agreement.

Motion 20220623-05- To Approve/Accept the BMO Letter of Agreement

Moved by – Earl Belcourt

Seconded by – Rosanne Forget

Carried

- c. Director of Industry
 - i. TMX

Director of Industry Engagement Greg Mazur provided a brief update on the accomplishments of his team of Brad Giroux, Taylor McLeod and Karen Andrews. The industry team has done an incredible job within the community and for all Metis people in the province,

1. Employment

There are currently 193 job postings on the BCMF website. Director of Industry Greg Mazur thanked Brad Giroux for his outstanding work on the job procurement and employment initiatives.

2. Procurement

Director of Industry Greg Mazur stated that there is currently an estimated \$22.8M in BC Metis Federation partner approved project procurements which includes a project procurement fee of 3-5% due upon work

completion. This is an important source of revenue for the organization and has been planned in the budget 2022-2023 cash flow forecast. But the important news is that BC Metis Federation should realize more funding than originally forecasted so long as all partner procurement services are fully executed.

Industry Procurement Coordinator, Taylor McLeod provided an update and summary on TMX project procurement, Coastal Gas and TC Energy projects. Taylor advised that the additional industry projects will increase the total approved partner procurements services to an estimated \$30M. This will net additional funding for the BC Metis Federation cash flow. This is conditional however on timing of approved services and payment my industry partners to the BC Metis Federation LOI partners. This total procurement estimation exceeds the expected performance target for 2022-2023.

Director of Industry Greg Mazur thanked his team for their hard work and dedication.

ii. Canadian Coast Guard

Canadian Coast Guard Coordinator Angel Fisher shared the good news with the Board of Directors that the Agreement with CCG has been extended for another 2 years and is worth approximately \$270K. BCMF has expanded the Coastal Water Protection Group from 7 to 13 after keen interest in the project was identified. She was very happy to announce that there is now more representation from the Island. There is a Beach Clean Up event being planned for Sunday June 26th and they are looking forward to having a good community turnout.

Angel Fisher also updated the Board on the Incident Report List which is still being coordinated with the CCG. She will be able to confirm what information can be shared with the BCMF members and when it can be shared.

President Keith Henry thanked the entire procurement committee for their hard work and dedication.

Director Louise Lambert asked whether there was a possibility of getting a percentage of the procurement funds at the start of a project and Director of Industry Greg Mazur clarified that funds are only available upon project completion.

Director Earl Belcourt added that he was in engagement with the Marine Sub-committee and was waiting for a response.

Motion 20220623-06- To Accept/Approve the Industry Reporting

Moved by – Earl Belcourt

Seconded by – Rosanne Forget

Carried

d. Director of Michif Language

Vice President Rene Therrien reviewed the Michif Language Revitalization Overview as Director of Michif Language Jeanie Cardinal was not present at the meeting. The Three Phase project is currently underway with the Phase 3 development of curriculum for grades 7-12. The Phase 3B of the Mentor/Apprentice Framework is in development with the goal to build capacity Michif-French oral speakers. This Phase will the creation of a Policy and Procedures Manual and a 5-year Mentor/Apprentice Framework Model.

Director Rosanne Forget asked if there was a print version of the audio files currently available on the BCMF website. President Henry said there was a complete and comprehensive print manual of the entire curriculum which would be made available to the Board of Directors.

President Henry thanked the Michif Language team for their work on the comprehensive project.

Action Item #3 – Make a print version of the Michif language curriculum available

Motion 20220623-07-To Accept/Approve the Michif-French Language Revitalization Report

Moved by-Louise Lambert

Seconded by – Rosanne Forget

Carried

e. Director of Research

Director of Research, Joe Desjarlais provided an update on the research programs to date. He thanked Dr. Bruce Shelvey and Tanner Timothy for their continued assistance and support. The process of ongoing community-based research is growing. He summarized his May 28th Meeting on the GIS system approach which has been very helpful with information gathering and sharing, The Research Hub is a very useful tool for sharing information the Blog updates have been included on the BCMF website.

President Keith Henry commented that Joe Desjarlais' work has been important in establishing the Metis people's presence in BC. The Research team's work is being noticed with engagement on social media.

f. Director of Communication

Director of Communications, Kassandra Sison provided an update of recent web engagement. There are many completed projects which accounts for the increase in activity. Current projects underway include;

- Community Researcher Meeting - June 29
- Terrace Cultural Event Support - July 10
- June Newsletter
- June Metis Coffee Talk
- MACO Community Branding & Membership Cards
- 10th Anniversary Celebration Promo, among others.

The Key Performance Indicator (KPI) submitted Communications Report indicated a slight increase in facebook and website traffic and a nominal decrease in email subscription by 7.

Motion 20220623 - 08 - To Approve the Communications Report

Moved by Rosanne Forget

Seconded by Renee Therrien

Carried

g. Office Update

Office Manager Sherry Daniels was pleased to announce the office expansion project has been completed with the new space currently in use. The old office space will also be receiving up update with new carpet and paint to make the space cohesive.

The Board thanked Sherry Daniels for her hard work in overseeing this project.

h. Community

i. Membership

Membership Coordinator Angel Fisher gave an update on the new Membership Oversight Committee which has been expanded to 5 members including herself. Other Committee Members include Earl Belcourt, Cindy Wilgosh, Joe Desjarlais and JJ Lavallee. The changes implemented include all files are sent to the Committee Members on a weekly or bi-weekly basis. The Committee will meet virtually once a month to discuss the files that need additional attention and approval will be by majority vote. There are currently 138 active files and 39 to be archived.

Action Item #4 – Membership Committee to review financial assistance need of some members and implement a policy to handle those cases.

Membership Coordinator Angel Fisher also shared the new Certificate of Membership and a Welcome Letter which will be in English and Michif.

President Keith Henry added that the system with the new Oversight Committee will streamline the application process and is a dependable and important way to ensure the integrity of the membership application process.

Motion 20229623-09 To Accept/Approve the Membership Update

Moved by – Jacquie Swaisland

Seconded by – Rosanne Forget

Carried

ii. Community Events

JJ Lavallee gave the board a brief update on the Cultural events included in the upcoming 10 Year Anniversary Celebration. He was excited to report that 12 artists had applied to perform at the event however due to budget restrictions they could not all be included.

President Keith Henry added that all Board Members will have travel and accommodation covered within the budget.

Director of Communications Kassandra Sison shared her proposal for Cultural Circles which will be held by community elders and held virtually. The Budget for this project is estimated at \$3800.

Motion 20220623-10 To Approve/Accept the proposed proposal for the Cultural Circle Project

Moved by- Earl Belcourt

Seconded by- Cindy Wilgosh

Carried

iii. Project Coming Home

Senior Strategic Policy Advisor Brady Smith provided the Board with an update on funding support which is now being implemented through Heritage Canada. He will be meeting with Heritage Canada regarding the application process and the request for funding of the \$400K needed to complete the project. The application process is lengthy and in depth. There is also another source of funding available through Museum Assistance Program or MAP

President Keith Henry asked the Board to approve a motion to apply for the Heritage Canada funding.

Motion 20220623-11- To approve President Henry to make the application to Heritage Canada for Project Coming Home funding

Moved by Earl Belcourt

Seconded by Rosanne Forget

Carried

i. Metis Health

Community Health Coordinator Kevin Henry shared his report on Illicit drug toxicity and overdose crisis impacts on BCMF Membership and partner communities. This groundbreaking study came about through his interactions with community members during the COVID-19 pandemic to identify the needs of the membership and partner communities. The comprehensive report was presented to the Provincial Ministry of Health on June 20th, 2022. By being included in the presentation to the Ministry of Health means that the BC Metis Federation can begin the process of inclusion and dialogue on the specific Metis health needs of our members.

Director Cindy Wilgosh added that she has a family member speaking at a conference in Vancouver and would like to see BCMF with a seat at the table at this event.

Taylor McLeod also added that a Metis company with medical kits could be contacted to provide these for the members.

Action Item #5 - Follow up on kit availability with Metis Medical

Action Item #6 Cindy Wilgosh to coordinate with Kevin Henry, Drake Henry, Sherry Daniels, and Keith Henry on BCMF's possible participation in the medical conference

Motion 20220623-12 – To Approve/Accept the Provincial Health Presentation Report

Moved by – Earl Belcourt

Seconded by – Louise Lambert

Carried

5. IAMC Engagement

4:15 PM

a. IAMC – Metis Rep Update

Board Member and IAMC Representative Earl Belcourt gave a brief update. BCMF still does not have representation on the IAMC. He also shared that because our members do not have a land base, we cannot get funding and training for Metis monitors. He feels that it is imperative that we continue to engage with the IAMC - TMX

Note: Director Earl Belcourt had to leave the meeting

- b. IAMC Funding
 - i. Committee Participation
 - ii. Socio Economic Project
 - iii. Equity Ownership Update

Earl Belcourt provided an update related to the IAMC Metis representative position.

Action Item #7 - Director of Communication Kassandra Sison to follow up with the IAMC legal team if any response.

No other information was provided at this time regarding equity.

The socio-economic project was finally approved in March 2022.

6. Other

4:30 PM

- a. 10 Year Celebration Kelowna August 13, 2022

President Keith Henry provided an update on sponsorship to date. He thanked the team for their hard work to date to help make this event a huge success.

- i. Poster – Sponsorship being finalized
- ii. Agenda – The Agenda is being finalized
- iii. Budget – The budget was discussed in 4 h ii

There was a discussion with President Henry and an operational team member regarding sponsorship levels for attendees,

Action Item #8 - Kassandra Sison to ensure that registration for the 10 Year Celebration is live by July once the sponsor list has been finalized. Sherry Daniels' direct line to be used as registration contact number.

- b. 2022 Annual General Meeting

The AGM is proposed to be held in the fall of 2022. This will be an important AGM as Board elections will take place and an important Communication Plan and Strategy will be discussed

- c. River of the Peace Society Letter

President Keith Henry shared the letter of termination from the River of the Peace Society and provided information and context on the departure.

d. George and Terry Goulet Request

President Keith Henry shared a letter he received from George and Terry Goulet regarding their new book. He asked each Director to weigh in on the subject and it was decided to purchase 2 books for the BCMF office for review before any further purchases were approved.

Motion 20220623-13 The BC Metis Federation Board of Directors authorize the BCMF to purchase 2 books

Moved by- Jacquie Swaisland

Seconded by- Rosanne Forget

Carried

Action Item #9 - BCMF to purchase 2 books for review and consider options after this review.

7. Next Meeting 4:45PM

The proposed next Board Meeting to take place on Thursday, August 4th from 10am to 5 PM.

8. Adjournment 4:50 PM

Motion 20220523-14 To Adjourn the meeting at 4:50 PM

Moved by- Rosanne Forget

Seconded by Louise Lambert

Carried

Approved August 4th

**BC Metis Federation President
BC Metis Federation Secretary**