

**Minutes for Imagine Adoption Board of Directors**  
**Location: Conference Call**  
**April 26, 2010**

**On Call:** Kelly Cussons, Lianne Armstrong, Rob Eagleson, Martha Maslen, Scott Farrell, Valerie Goodyear, JoAnn Barber, Melissa Burke, Becky Barker

**Regrets:** Christine Starr, Shauna Courtney

**1. OPENING ITEMS:**

**a) Call to Order**

Meeting was called to order at 8:01pm

**b) Opening Announcements**

There were no opening announcements.

**c) Completion & Adoption Of Agenda**

Items added to agenda: 3 h) Appointment of Board  
3 i) Imagine Financials

**d) Minutes Of Last Regular Meeting**

Motion to approve minutes from March 31, 2010. Approved.

**2. APPROVAL ITEMS:**

**a) None**

### **3. DISCUSSION ITEMS:**

#### **a) Staff Update**

Val reported that the staff in Ethiopia have not been adversely affected by the resignation of the Executive Director.

Val is now the contact person for the staff.

It was noted that the staff in Ethiopia are waiting to have their employment contracts renewed. JoAnn will check on status and report to Kelly.

The staff in Ethiopia requested that they are paid their wages in U.S. dollars rather than in Birr. As discussed previously, we will continue to pay in Birr, but revisit the discussion in 3 to 6 months.

Melissa and Val discussed at length, the impact that the court appearance legislation will have, not only on our families and their children, but on the financial operations in Ethiopia. They stressed that we will need to consider more drivers to aid the families. They are also trying to work out the logistics for general staff requirements. The staff in Ethiopia are helping them with this task.

The staff in Ontario are working on a procedures guide for the 2 trips now required and Melissa will get something to the Board in the next few weeks.

Val explained that Kingdom Vision will be offering a trip to Wolayta for any families wanting to visit. The fees and the logistics will be arranged through the Imagine office in Ontario. As well, he has suggested he could bring birth parents to Addis for a small fee. He is very willing to unite adoptive families with the birth families.

The Ethiopian courts are now requiring more documentation to accompany a referral. Val stated that this would only be a minor inconvenience in the very short term.

#### **b) 2<sup>nd</sup> Renewal Fee**

JoAnn reported that as of March 31<sup>st</sup>, 2010, **252** families have paid the 2<sup>nd</sup> installment to continue their adoptions.

**18** families have withdrawn and/or not paid the fee.

#### **c) Orphanage Update**

Val is waiting for the reports from Dr. Bultie on Selam and KVI.

As well, Dr. B is going to provide the Board with reports on some possible orphanage partners.

**d) BDO Report**

Rob briefly reviewed the report with the Board and staff.

**e) Review of Board Governance vs Operations Governance**

Rob will provide the Board and Staff with an outline and guidelines for this in the next week.

**f) ED Recruitment and Hiring**

Scott has spoken with several recruiters and asked them for information. He will report back to the Board with a plan moving forward.

**g) Website Update**

Rob reported that the goal is a May 1st launch for the website home page.

**h) Appointment of Board**

The Board has been formally registered and filed as of October 6, 2010. The ideal number for members of the Board is 8. Rob will circulate a document that we can use to recruit new Board Members. These new members cannot be Prospective Adoptive Parents.

**i) Imagine Financials**

Scott confirmed that the CMA for Imagine is fully accountable and transparent with the bookkeeping. The Board has formed an Internal Finance Committee to monitor.

A complete month end package has been defined including Balance Sheet, Income statement, Cash Flow, General Ledgers, and more. This will provide the tools to oversight the financials and provide mechanisms for complete transparency.

#### **4. REGULAR REPORTS & ROUTINE ITEMS:**

##### **a) Family Snapshot**

The Board reviewed all regular reporting with no concerns or questions noted.

##### **b) Referral Snapshot**

The Board reviewed all regular reporting with no concerns or questions noted.

##### **c) Financial Snapshot**

The Board reviewed all regular reporting with no concerns or questions noted.

##### **d) Cashflow Snapshot**

The Board reviewed all regular reporting with no concerns or questions noted.

#### **5. MEETING CLOSE:**

##### **a) Final Comments**

Rob thanked the staff for joining the meeting and for their reports.

##### **b) Next Full Board Meeting**

Next board meeting will be a conference call on Monday May 17, 2010 at 8pm.

##### **c) Adjournment**

Meeting was adjourned at 9:12pm.