

**Minutes for Imagine Adoption Board of Directors**  
**Location: Conference Call**  
**Thursday, November 26, 2009**

**On Call:** Kelly Cussons, Lianne Armstrong, Rob Eagleson, Christine Starr, Martha Maslen, Scott Farrell, Valerie Goodyear, Joann Barber, Susan Taves (arrived at 8:53pm)

**Regrets:** Samuel Getachew

**1. OPENING ITEMS:**

**a) Call to Order**

The meeting was called to order at 8:03pm

**b) Opening Announcement**

There were no opening announcements

**c) Completion & Adoption Of Agenda**

Discussion of Retainer agreements and cash flow with regards to the process moving forward after November 30 was added to the agenda.

**d) Minutes Of Last Regular Meeting**

Motion to approve minutes as amended from November 16, 2009. Approved.

**e) Business Arising from Minutes of Last Meeting**

There was none.

**2. APPROVAL ITEMS:**

There were no items for approval.

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

#### **a) License Renewal for Ontario/One off countries**

It was agreed that the Board needs to support the Imagine staff with the Ministry and continue building a strong relationship with key people.

Martha will be submitting all the outstanding documents required by the Ministry early next week for approval.

JoAnn and Val discussed the details and their findings regarding the one off countries of Dominican Republic, Ghana, Haiti, Panama, Rwanda, Tanzania, and Zambia.

Imagine will not be proceeding with adoptions from Dominican Republic, Ghana, Rwanda, Panama or Zambia.

Imagine will complete the adoptions from Haiti and Tanzania.

JoAnn will contact the affected families and discuss the decision with them and present their options.

It was agreed that if the families do not wish to switch into the Ethiopia program and subsequently withdraw their file from Imagine, but have paid the \$2000 renewal fee, that fee would be refunded in full.

#### **b) NGO Re-Registration for Ethiopia**

The deadline for the re-registration has been extended until December 15, 2009.

Rob has been working with the accountant to develop acceptable financial reports. The accountant will not do an audit report.

The staff in Ethiopia are concerned that a "notice to reader" statement will not be suitable.

Susan Taves joined the call and confirmed that an audit report cannot be done for Imagine.

She has offered to speak with the accountant to try and modify some of the wording of the report.

#### **c) Board Documents**

A discussion was held in regards to the make up of the current board make and what are the next steps for the board as it pertains to board recruitment, development, etc. Complete paper to follow for board review.

**d) Retainer Agreements**

As of November 28, 2009 at 5pm, there were 219 renewal agreements at the Imagine office.

Rob and Scott confirmed that the revised cash flow show Imagine is in good standing to support the projected referrals and timelines.

Rob will provide Susan with bank account and trust fund balances as of November 30, 2009.

Susan Taves will release a statement on the BDO website stating that Imagine is on track with the proposal, once she has supporting documents from the Board.

Based on the number of retainers received to date, and the revised cash flow, the timeline for bringing in new clients will be the late stages of 2010, earlier than predicted in the proposal.

**e) Executive Director**

There are 3 strong candidates to be interviewed on Wednesday, December 2. Lianne will work on the contract once we have selected an applicant.

**f) Appeal Process and Conclusions**

Appeal Process was completed by Martha, Rob and Scott.

The board was informed that all decisions had been finalized and JoAnn will forward an email from the Board to the families outlining the decisions.

**g) Transition House Discussion**

This discussion will be held over until the next full Board Meeting.

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

There were none.

**5. MEETING CLOSE:**

**a) Final Comments**

The Board thanked Joann and Val for being on the call and for their input.

The computer system is up and running at the office. Quick Books needs to be loaded and the bookkeeper needs to start.

It was asked that Shauna Courtney be approved to start immediately.  
Approved.

**b) Next Full Board Meeting**

Next meeting is a conference call on Monday December 7, 2009 at 8pm.

**c) Adjournment**

Meeting was adjourned at 10:13pm.