

**Minutes for Imagine Adoption Board of Directors**  
**Location: Conference Call**  
**June 23, 2010**

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

**Regrets:** Shauna Courtney

**1. OPENING ITEMS:**

**a) Call to Order**

Meeting was called to order at 9:05pm

**b) Opening Announcements**

There were no opening announcements.

**c) Completion & Adoption Of Agenda**

Becky added Post Placement Reports to the Agenda

**d) Minutes Of Last Regular Meeting**

Motion to approve minutes from May 17, 2010. Approved.

**2) DISCUSSION ITEMS:**

**a) Report/Discussion of Current Orphanage Partners**

### **KVI – please see internal report**

Melissa and JoAnn provided a very detailed report of their visit and discussions with Eyob at KVI. The staff in both Canada and in Ethiopia feel very positive about the relationship with KVI.

As per Dr. Bulti's report, the agency is seeing results from their sponsorship payments to the community.

The staff was very happy with the new facility in Addis.

### **Selam – please see internal report**

Melissa and JoAnn met with the Director's husband and discussed the lack of referrals coming from their orphanage. He felt that once the ban was lifted, referrals would start to flow again. He acknowledged there was no way of predicting when this would change.

Dr. Bulti and the staff also discussed some inefficiency in collecting paperwork, documents and following our process.

There was also some question as to where the sponsorship money was going. With the director unavailable, the staff was not able to ask for this information.

While considering the full report and considering Salem's unproven ability to refer children and questionable use of funds, the board has determined to terminate the agreement effective July 31, 2010.

***See Approval Item Below.***

While terminating the actual orphanage agreement, the Board acknowledges and approves the continuation of the Sponsorship Payments for the local community until November 30, 2010.

In order to do this, Selam must be given 30 days notice at June 30<sup>th</sup>. JoAnn will discuss with Dr. Bulti further and bring any last concerns to the Board.

## **b) Report/Discussion of Orphanage Strategy**

**Almaz Alshine – please see internal report**

A review of the report was completed by the board and at this time, the Board has chosen not to pursue this option.

***See Approval Item Below.***

### **Abenezer Orphanage - please see internal report**

Melissa and JoAnn visited this orphanage and met with the Director. She is an Ethiopian born woman that was living in Canada, and has now returned to Ethiopia to run this orphanage.

Her facility is in a region that is not affected by the relinquishment ban, and she works with no other agencies.

The staff was very impressed with the facility as well as the Director.

JoAnn will ask Dr. Bulti to discuss a sponsorship fee with the Director, as well as her interest in starting with a probationary contract with the agency.

The Board is prepared to look at the revised Cash Flow statements and make a decision regarding a new partner in a timely manner.

### **c) Report/Updates on the Following:**

#### **Flow of Information from Ethiopia to Ontario regarding Courts, Laws and Programs**

JoAnn discussed this with the Executive team in Ethiopia. It was discovered that our staff will not report any information to Head office unless they are 100% sure it is factual.

#### **Documentation Requirements and its effect**

The new documents required for court have slowed the referral process down.

The office has children matched but are they are still waiting for some final documents.

As well, any children that were in the orphanage that are being prepared for proposal, must now have the proper documents.

The orphanage staff has had to go out and gather this paperwork. This has caused a slow down in referrals.

### **Current Restrictions and effects**

The ban on relinquished children is still in effect until the agency is told otherwise.

There are some pending court cases that involve relinquished children. If these pass court, then it will be confirmed that the ban has been lifted.

### **Procedure Manuals/Training for Staff in Ethiopia**

Melissa and JoAnn worked diligently with all of the staff in Ethiopia. JoAnn reworked all of the job descriptions to accurately reflect what the staff were doing.

Melissa spent time training the caregivers, nurses and drivers as to what is expected of them. She focused quite a bit on discipline and the care of the children in the Transition Home.

The staff in Canada has created manuals for the staff to use and to which they can refer.

### **d) Schedule for Board Meetings**

The current schedule for Board meetings is once a month unless there is a need for one to be called.

It was agreed that this schedule is working well, but all Board members and the staff would make themselves available for a call if needed.

### **e) ED Update**

Scott and Rob reported that two possible candidates they were pursuing for the role of Executive Director have not worked out.

Both the Ministry and BDO are aware of this situation.

More on this will be reported by the next Board Meeting.

**f) Post Placement Reports**

Becky discussed that there are some families that are not willing to complete their post placement reports.

These reports are mandated by MOWA and are very necessary in continuing the positive relationship for International Adoption.

Becky will continue to try and contact these families and explain the importance of completing these reports.

**3. Approval Items**

**a) Board Decision to Support Continued partnership with KVI**

The motion was put forth to continue the positive partnership with KVI. Motion was unanimously accepted.

**b) Board Decision to Support Continued partnership with Selam**

The motion was put forth to end the relationship with Selam orphanage. Motion was approved in principle.

Once final confirmation from Dr. Bulti is received, Rob will draft an appropriate document to notify Selam.

**c) Board Decision to Support a new partnership with Almaz Alshine**

The motion was put forth to continue exploring possibilities to partner with Almaz Alshine.

Motion was turned down.

**d) Board Decision to Support a new partnership with Abenezer**

The motion was put forth to form a new partnership with Abenezer orphanage.

This motion was approved in principle.

Dr. Bulti will continue negotiations with the Director and report back to the Board in a timely manner.

#### **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 will put together the list of deliverables from this meeting and attach it to the circulated copy.

JoAnn noted that every file in Ethiopia must have their Power of Attorney authenticated. This will be an additional cost to the agency.

Val noted that 2 families have pulled out of the program this week.

Val also discussed families traveling prior to their child's visa being issued. Any family traveling prior to the visa being issued must sign a release form both in Ontario and in Ethiopia.

**b) Next Full Board Meeting**

Next board meeting will be a conference call on

**c) Adjournment**

Meeting was adjourned at 11:10pm

<b>FOLLOW-UP ACTION LIST</b>	
<b>Responsibility</b>	<b>Description</b>
Rob	1. Prepare Notification From The Board For Termination Of Selam Contract 2. Review Board Report From The Trip and Identify The Action Steps Required 3.
Rob / Scott	1. Prepare New Cash Flow To Represent Current Position Of IA 2. 3.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.
	1. 2. 3.