

**Attending:** Julie, Curt, Christine, Ilicia

1. **Signing Authority Updates:** Curt to bring Melissa documents to sign for adding her as an authorized signatory on the bank account, for the purpose of signing Christine's paycheques and expense reports. Christine had to sign her own October paycheque and expense report cheque, as this is not currently in place. Changes to name on credit cards are ongoing. Ilicia to provide list of known auto-renewing charges.
2. **Financial Statements:**
  - *Balance sheet to September 30, 2022* – Ilicia has cleared the 21/22 year end auditor requested Accrued Accounts Receivable amount, as all A/R monies have been received. Negative balance in United Way Adult Counselling Deferred Revenue will be reconciled when final quarter payment is received. Wendy has submitted reporting to United Way, and funding should be received shortly. Christine to investigate origin and intent of the Lumby Stage Fund amount in our Deferred Revenue listing, and eventually disburse to appropriate entity in charge of managing this project.
  - *Comparative Income Statement to September 30, 2022* – Program spending increases, year over year, in Gaming, MCFD FSW, United Way Lower Mainland (TAPS). Decrease in School District 22 School Based Outreach, as our new staff member who has joined our team, started later in September. This program, however, is, now, fully staffed. Total Revenue at 20%, total Expenses at 24%, and Net Income has increased by 20%.
3. **Admin Budget to September 30, 2022** – Overall budget at 50%, revenue at 48%, expenses at 53%. Deficit of \$9,431 for September, due to auditor invoice being posted, and overall budget in a deficit amount of \$6,782. This will smooth out, over time, as yearly insurance and auditor services have been paid.
4. **Project Report Review:**
  - *Community Gaming Information & Referral* – Overall budget at 50%, Revenue at 60%, Expenses at 60%. This program funds our front end staff wages and communication related expenses, which supports members of our community in accessing photocopying, government form assistance, and other services.
5. **Contract Updates:**
  - *Cherryville Kids Zone* – Registration has been coming in, but we may not have enough children to support program expenses. We may need to allocate donation funding in order to have this program break even. Christine, Dawn Jones and Candice Robertson met at the Cherryville Elementary school, with school staff, in order to ascertain whether the program could potentially move back into the school for this season and beyond. The school staff seems receptive to welcoming us back into their space, but have requested an internal document that clearly outlines expectations and guidelines on both sides. Wendy will apply to School District 22 for rental approval. If approved, a new Child Care License will need to be done.
  - *CAPC Renewal Extension* – Email received confirming extension to 2024. Coalition members will be able to amend budget lines and work plan, but no new funding increase. Additional details to be announced as the information becomes available.
  - *United Way Funding* – Waiting for confirmation on new process for applying for new funding streams that will replace the United Way Community Fund. United Way Future Leaders funding stream has requested further information regarding how this program can support youth facing barriers in our community.