

 <p>Acupuncture Foundation of Canada Institute Institut de la Fondation d'Acupuncture du Canada</p>	<p style="text-align: right;">MEETING MINUTES</p> <p style="text-align: center;">BOARD OF DIRECTORS MEETING June 4, 2014 Via Teleconference</p>
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- Present:** Mac Mierzejewski, MScPT, CAFCI
Doreen Sharpe, PT, CAFCI
Cathy Donald, BHScPT, CAFCI
JoAnn Thompson-Franklin, BScPT, CAFCI
Marjorie Hammond, RN, MScN
Nimet Meghji, DC, CAFCI
Catherine Fuller, PT, CACFI
- Staff Present:** Ronda Kellington, Executive Director (Recorder)
- Regrets:** Kara Gray Breeze, DC, CAFCI
Debbie Byrne, PT, CAFCI
Jacek Brachaniec, PT, CAFCI

The meeting was called for the purpose of reviewing the 2013-2014 Audited Financial Statement. A quorum being present, the meeting started at 7:13 p.m. eastern time.

Ronda Kellington and Cathy Donald presented the audited financial statement. The auditor highlighted two deficiencies – review of payroll register and review of bank reconciliation. In a previous meeting with the auditor, Mac Mierzejewski, Cathy Donald and Ronda Kellington agreed that Ronda would send monthly reports to the Treasurer to review the payroll. The Board further agreed, in order to remove the Executive Director from the situation of reporting on her own salary, that it should be AFCI's bookkeeper Pat Knychka who will email the Treasurer these monthly reports on payroll details. Regarding bank reconciliations, the Executive Director will review them monthly and sign off on them.

MOTION: Moved by Nimet Meghji that the Audited Financial Statement for the year ending January 31, 2014 be approved as presented. Marjorie Hammond seconded the motion. Carried.

Questions about the implications of AFCI's financial position will be discussed at the next meeting of the Board of Directors.

MOTION: Moved by Nimet Meghji that the meeting be adjourned. Seconded by Cathy Donald. The meeting adjourned at 7:36 p.m.