

Date: October 11, 2023**Location:** EGIS Office/Online Video Meeting**Trustees Present:** David de Wit, Greg Knox, Michael Price, Don Morgan, William Elliott**Trustees Absent:** Allison Oliver**Advisors/Contractors Present:** Johanna Pfalz

Topic and Discussion	Trustee Decisions	Action	Due Date	Responsibility
1. Assign Chair				
Dona Morgan to chair.				
2. Confirm Agenda				
Approved agenda as presented.				
3. Approval of Previous Meeting Minutes				
	Meeting notes were approved as presented with minor update to the list of Trustees present	Updated minutes on file	24-Oct-23	EGIS
Agenda Items				
4a. Governance - Funding Update				
Johanna provided a review of confirmed funding sources for 2023.	Include trustees in project planning for larger funds.	Don/Allison - AERF funding; Allison SRIF funding contact		
4b. Review of 2023 budget and expenses to date				
Johanna presented the 2023 draft budget with core areas and program expenses separated. Johanna requested minor program budget revisions to reflect AERF and PSF/SRIF funding.	Approved minor program budget adjustments proposed by Johanna	Revise program budget and provide update to Trustees	04-Nov-23	EGIS
4c. Financial Reporting				
Financial tracking and reporting now in Xero and moving away from Excel.	Trustees were in agreement with the transition to Xero	Complete initial balances and provide P&L report	04-Nov-23	EGIS
4d. Proposed policy for EFT payments				
A proposed policy to regulate EFT payments was provided for discussion.	Implement a three tier payment system based on payment amount.	Confirm revised policy and add to financial policy document.	04-Nov-23	EGIS
4e. Renew Eclipse Geomatics contract (multi-year)				
Johanna to draft a revised multi-year contract that also reflects annual budget allocations.	Contract needs to reference annual budget somehow for financial accountability.	Prepare draft contract for review	04-Nov-23	EGIS
5. Governance - Strategic Planning Discussion				
Reviewed survey results and general discussion around strategic planning.	Organize follow up session for Nov. 15th that focuses only on Strategic Planning	Set up meeting and agenda	04-Nov-23	EGIS
8. Closure				
Next year's trustee meeting schedule TBA after Nov. 15th strategy meeting. Meeting adjourned.				