

Syria - Antigonish Families Embrace (SAFE) Steering Committee - MINUTES

Wed, July 9, 2024, 4:30-6:30 PM

ECCU Meeting Room

**Present:** Mark (chair), Harry, Ellaheen, Bronwen (notes), Anuj, Maria, Karen Briand, Tim

**Regrets:** Rebecca, Karen Fish

**Action items:**

- **Tim** will circulate draft of private sponsorship agreement (?) to the Board and to the Pictou CG (as a test run)
- **Anuj** to update Financial Report related to Net Checking Account Balance
- **Tim** to create financial policy – governance committee
- **Bronwen** is still working on this reformatting the family check-in questions
- Check-ins: Sabbagh Family to be added to Check-in list; **Bronwen** to notify Sue Adams that Ahmad Abdulkader's check in was completed for months 6 and 9 months
- **Everyone:** Review of in house training modules for sponsors
- **Bronwen:** to arrange to have Pride month statement translated
- **Bronwen and Mark** to follow up re. House Rent/Loans/Deposits Receivable
- **Mark** to create Termination of Sponsorship letter
- **Anuj** to purchase accounting software package

**1) Minutes of June 12<sup>th</sup> board meeting**

Add Tim and Maria as attended

Accepted: Moved by Harry, 2<sup>nd</sup> by Maria; all in favour

**2) Financial report**

- Financial Report for June accepted, with the following correction:
  - A correction in "Settlement Expenses" in category 3
  - A correction of the December 31, 2023 date
  - Moved by Anuj; 2<sup>nd</sup> Tim; all in favour
- Note that Pictou County Safe Harbour has sent a large portion of funds to achieve the 100%
- **Bronwen and Mark** will follow up with families re. House Rent/Loans/Deposits Receivable.
- Karen Briand moved that SAFE purchase an accounting software package that Anuj deems appropriate for the organization's accounting purposes. 2<sup>nd</sup> by Harry; all in favour.

**3) Check-Ins**

- All check-ins are up to date.

**4) BVOR Update**

Bringing more BVORs to Antigonish is on hold for now.

## 5) Committee Reports

### a) SAFE SAH/CG Applications

#### a.i) Applications in process:

See Harry's summary.

#### a.ii) In house training module for sponsors update:

Manual and deck of slides prepared by Lucille and Pete. Please continue to review.

#### a.iii) New requests:

- All agree that we require the 100% funding from the sponsoring family before the application is submitted
- PSR co-sponsored individual (Arrival Dec 13) – Abdulkader – Mark will follow up with Abdulkader.
- PSR co-sponsored family arrival (Arrival June 26) – AlTaleb – still searching for housing. They have until the end of August to get housing.
- CARE Arrival - Munyampara

#### iv) Settlement

#### a.iv) Education:

- Jyotsna Jain who works with ACALA has agreed to provide EAL courses with four volunteers

## 6) Governance

- MOU: **Tim** will send a revised version and we will either e-vote or vote at the next meeting.
- **Mark** will create a Termination of Sponsorship letter to be given to families at Month 13.

## 7) Training/ Webinars/ Meetings

- RSTP Conference Oct 2 (Toronto)

## 8) Date of next meeting

Wednesday, Aug 14, 2024 at ECCU.