

**Director of Administration - Beth Ponka**  
**Report to Board of Directors**  
**December 7, 2019**

This is a brief update on some of the activities since our last Board meeting.

**Administration**

- The lease for our premises in Thunder Bay are expiring on March 31, 2020. We will send a letter to the landlord indicating our interest in having discussions about staying in our current premises.
- A Request for Proposal has been issued for the management evaluations project. We are planning to have this project complete by March 31, 2020.
- We organized and hosted a Northern Regional Training session for caseworkers and support staff, November 4-7 at the Valhalla Inn.
- As part of our internal training session in October, all staff participated in a Conflict Resolution course for which we all received a certificate and college credit for 7 hours of training
- We are planning for the future sustainability of the Awenen Niin ID services project. We held several meetings with our partners and academic team and are developing a strategic plan.
- We hosted a successful AGM with a presentation by our Awenen Niin evaluation academic team, Dr. Chris Sanders and Dr. Kristin Burnett
- Ivana Petricone from the ACLCO will be attending our Board meeting on December 7 to provide Board training
- The executive held a meeting on November 5 – a draft summary of that meeting is included in today's Board package.

**Personnel**

- Teri returned to work in October following a two-month leave of absence and has been working hard to catch up on bookkeeping responsibilities and adjust to the new accounting software package.
- Fabienne Spiess, our ID Services Coordinator, has accepted a position with another agency. Her last day is November 29. We are reviewing the position and plan to hire a replacement in the new year.
- Jessica Barry, our summer student in 2018, is re-joining our office part-time as an admin clerk
- Claire will be going on maternity leave at the end of March 2020.
- Mary Powell, our IPC law student, will be finishing her placement mid-December
- Danika and Maryam are our new Pro Bono Students Canada placement students, who will be working in our office on Fridays to assist with ID services
- Rick's contract will be finishing up on December 20. Melanie will be back at work mid-January.

**Financial**

- We've received information about our December direct deposit, including the surplus re-allocation. I will provide more information at the Board meeting.
- We are having some challenges with the new accounting software package, Sage 50, but we are sorting it out. Cindy, our Treasurer, and Wayne Brown at LAO, have both been really helpful.
- All mandatory employee and employer remittances for payroll wages have been made.

I look forward to seeing most of you at the Anishnaabek Christmas party on Friday night, December 6. Safe travels and see you soon!

Respectfully submitted,

Beth Ponka