**PRMHA MEETING AUGUST 5, 2015**

Meeting called to address President spending issues over the last three months.

Executive present- Sandy Schumann; Justine Villenueve; Christina Haugen; Norm Lavoie; Trevor Sach; Rob Wagner; Same Elkins; Bev Fletcher; Kelly Lauritsen; Keith Gehlen; Trevor Massier; Shawn Dickie; Kerri Rudneski. Absent- Glenn Yanuik; Steven Hill.

Meeting called to order at 7:07 pm by Kelly Lauritsen .

Kelly started the meeting stating that the meeting has been called from a conversation that occurred from Rob meeting with Dixie to discuss Casino preparation and Dixie advised of a questionable $500 cheque written. The next day Kelly and Dixie met to go over registrations and it again came up in conversation. A few members met to discuss a game plan on how to deal with the issue along with the severity of the issue and called the meeting for August 5th, 2015.

 At which point:

 **Motion made by Kelly to discuss an action plan to decide on how to deal with a possible mis-appropiation of funds by an executive and decide on some disciplinary issues. Seconded by Sam. All infavour. Unanimous**

**Information provided to the executive as follows:**

**-By law presented and passed around the table for review.**

**-Review of cheques written to Steven Hill in the last 3 months. 3 in total- One for Hockey Alberta AGM expenses $1,325; One for ERBL meeting Expenses $1,325; One for Services rendered $500. Total amount $3,150. No receipts provided or break down of sums created other than to cover expenses incurred to attend the meetings (mileage, hotel rooms, meals, and pay for annual fees); PO box office renewal fee and services rendered.**

Conversations held included:

-Kelly presented his opinion that he believed this to be a mis-appropriation of funds that needs to be dealt with as a failure to do so would not be well received by the membership once they were informed. Reviewed the paper receipts provided by Dixie regarding the cheques advising what amounts and reasons stated on the paper. Cheques written for meetings attended were an issue of concern but not as much as the $500 cheque for services rendered, however, there were no receipts or breakdowns to support any of the 3 cheques written.

- Christina questioned the prior practice of past expense reimbursements and cheque writing practices and seeked that if general practice prior to the $500 cheque had been for members to cover their own expenses that we would need to approach the issue differently.

- Trevor Massier mentioned that there had been some conversation in regards to removing him from the signing authority due to pre-signed cheques and that given prior habits well before taking the Secretary position and prior to this problem occurring he had vocally stated in front of fellow executive that he would no longer be continuing the practice of pre-signing cheques. General consensus of executive agreed that it would not be reasonable to request removal from signing authority and that a new cheque signing policy will be put in place.

-all agreed that Steven has and is a great contributor to the association, opinions then provided action plan to take- request resignation, force resignation; request repayment, request proof of expenses

-Keith questioned process of requesting or forcing resignation prior to offering an opportunity for Steven to justify his expenses/re-imbursements.

- Sam reiterated the fact that biggest picture of the problem is that a cheque was written by a member to themselves and that you cannot do that as an executive and referred to the by-law policy again.

-question was asked what the reason behind the $500 cheque was for and it was advised as per the receipt provided that it was for “services rendered” which was believed to be for picking up the mail.

-Sandy raised the question to the executive of weather writing the cheque for $500 right or wrong? ; Majority agreed that it was wrong, he then stated we need to decide if its grounds for the board to ask for Steven’s resignation. He also stated that the by-law clearly states the only honoranium paid is to the food booth coordinator.

**Motion then made by Sandy to request resignation of Steven Hill for writing a cheque to himself for mis-appropriations of funds . Seconded by Sam. 9 in favour; 4 opposed. Carried.**

**Motion made to request members to present letter of resignation by executive to Steven. Sandy, Kelly and Norm offered to present the letter. Seconded by Trevor. Unanimous**

**Tabled to next meeting that we create new policies going forward on cheque signing, expenses, travel costs and daily meal allowances.**

Over all outcome and consensus is that Policies need to be put in place for future expenses, re-imbursements.

**Motion to adjourn made at 8:18pm. Second by Bev. Unanimous**