



**Board Meeting
 Wednesday March 10th, 2021
 Zoom**

<https://zoom.us/j/94276867071?pwd=NUxlS09MNVFOS1QvWDRwZzhMVIICZz09>

**1 pm to 3 pm
 AGENDA**

| | | |
|----|--|-----------|
| | Call to order and welcome | |
| 1. | Approval of Agenda | |
| 2. | Review the action points from the February board meeting: <ul style="list-style-type: none"> • Joanne to arrange stakeholder meeting | |
| 3. | Review, Approve and sign off the minutes from the February 10th board meeting | |
| 4. | Update from Finance Committee | Committee |
| 5. | Update from Stakeholder Committee | Committee |
| 6. | Business credit card <ul style="list-style-type: none"> - policy approval (attached) - application and credit limit approval (attached) | Joanne |
| 7. | Request from Outdoor Recreation Council of BC to support their request for increased funding for Rec. Sites & Trails BC. See more information at https://www.orcbc.ca/support-rstbc/ | Joanne |
| 8. | Questions on Managers report | |
| 9. | Round table | |
| | Adjourn | |

Tourism Golden Credit Card Usage Policy

Tourism Golden Association (“Society”) will issue Society credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

Use of Society-issued credit cards is a privilege that the Society may withdraw at any time, with or without cause. Upon an employee’s termination of employment at the Society, all cards must be returned to the Society’s Executive Director or President.

1. The employee in possession of the Society credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts unless approved in writing by the Executive Director or President.
2. Any credit card issued by the Society to an employee must be used for business purposes only, and for purposes in conjunction with the employee’s job duties. Employees with such credit cards shall not use them for any non- business purpose. Non-business purchases are considered any purchases that are not for the benefit of the Society.
3. Business-related expenses while on Society- approved business travel, may be purchased on the Society credit card if these purchases are consistent with the Society’s travel and expense reimbursement policy.
4. Any purchases in the amount of \$xxxx or above must be approved prior to purchase. The employee must submit the purchase request in writing to Executive Director or President and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to the administrative coordinator.
5. Credit card purchases must be recorded on the employee expense claim form under the ‘TG Credit Card column’ and submitted along with supporting receipts as described in this document. The expense form and receipts should be submitted to the administrative coordinator within the credit card statement period for reconciliation against the monthly credit card statement.
6. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the Society credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same way a receipt

would be maintained and submitted.

7. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must note the names of all persons attending the meal or entertainment and the business purpose of such event.

8. If any employee uses a Society credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be deducted from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may take the employee's wages below minimum wage for the pay period(s) in question.

9. If any employee uses a Society credit card for a non-personal purchase that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse the Society via deductions from pay until the unauthorized amount is fully repaid. These deductions will at no time take the employee's wages below minimum wage.

10. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a Society credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.

This policy will remain in effect for as long as employee has a Society credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

Policy Acknowledgment

I, _____, hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Society may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Society much deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the work period in question. I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Society via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the work period in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.

Signature of Employee

date

Printed Name



Collabria Visa Application for Societies and Non-Profit Organization

In order to submit an application, please fill in a Business Resolution Form (attached) OR provide meeting minutes authorizing an application be submitted to CVCU.

- The minutes must include;
- The requested credit limit.
- Who the cardholders will be. (must be attached to a person)
- The limit each individual card will have. (if applicable)

You will need to decide what type of card to apply for.

- Please provide;
- Proof of society registration
- 2 years of financial statements
- Number of employees

Authorized Business Representative (s) Information

– this individual can obtain info and make changes. (there can be more than one ABR)

- First Name
- Last Name
- Position in the organization
- Phone number
- Email Address

Authorized Users (card holders)

- First Name
- Last Name
- Date of Birth
- Mothers Maiden Name
- Phone Number
- Mailing Address
- Requested individual limit

If more than one person will have a card, decide if you want a consolidated statement or separate statements.

Once you have gathered the required information, you can do any of the following to submit the application;

- make an appointment
- email the required info
- drop off the information to the branch.

Shawna Degagne
Commercial Manager
250-344-7024
shawna.degagne@cvcu.bc.ca