

## Minutes - GSCA Board Meeting

April 20, 2022

### 1. Opening of the blended Zoom/in camera meeting:

Gary opened the meeting at 10:12

**Present:** Wanda Borley, Sherrill Dobb-Tisdall, Kaamran Hafeez, Howard Houle, Kim Kristiansen, Ken Manninen, Gary Mills, Richard Strachan

**Regrets:**

### 2. Amendments to agenda:

- add cleaning windows to New Business
- add recognition of Dale/Noni to New Business
- add repair/replacement of microwave to New Business

### 3. Approving the ammended agenda: Wanda - **carried**

### 4. Approving the Minutes from March 9, 2022 Board Meeting: Kaamran - **carried**

### 5. Approving the Minutes from March 27, 2022 Special Board Meeting: Ken - **carried**

### 6. Matters arising from the March 9, 2022 Minutes:

ONGOING:

#### 1. Meeting with Bryce Perozzini of MOTI re. culvert connection (Howard / Gary)

- MOTI advised they could not connect the 2 culverts but did agree to line the hole with gravel and larger rocks under the outlet culvert. The water is now diverting into the Rollo culvert as it should. If GSCA chooses to connect the 2 culverts they must apply for a MOTI permit. The contact information to apply for a permit is as follows:

*If the Rollo Seniors Centre is wanting to perform works within MoTI right of way, then they must acquire a permit to do so. Permits can be applied for via our online portal at <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/permits> .*

*If you're wishing to discuss your application with one of our Development Services Officers prior to submission, then please reach out to James Miskulin at [james.Miskulin@gov.bc.ca](mailto:james.Miskulin@gov.bc.ca) .*

#### 2. Planning (Ken)

- Board was to identify a list of expenditures for budgeting purposes to support a more formal budget process in consideration of GSCA becoming a registered charity. Also create expenditure list in waiting should there be surplus funds associated with donations - **carried forward - (attachment) - This agenda item will be reviewed each meeting for additions and to support spending discussions. Additions were made to the budgeting list of expenditures.**

### 3. Correspondence (all)

- letter from Bob Weenk - **attached** - The Board thanks Bob for his suggestions and will file for future reference. The Board will await more activity groups resuming meeting at Rollo to ascertain time and space availability before considering recommendations of the letter.
- **TO DO (Ken)** - Thank Bob for the letter
- **TO DO (Ken)** - Send email to Gabriola Players and Garden Club advising GSCA is now a registered charity and can issue tax receipts for donations of \$30 and that some of their members may be interested in becoming a GSCA member.
- **TO DO (Ken)** - Send email to activity group leaders with list of their members in good standing and reminding them that anyone who is not a member must pay \$5 per session. They will also be reminded that any donations to GSCA of \$30 or more qualify for a tax receipt.
- **TO DO (Ken)** - respond to previous member email disagreeing with Board decision to relax COVID precautions in sync with BC public health recommendations.

### CURRENT:

1. Memory Garden (Ken) - **carried forward** - discussion about development of memory garden and policy for the Memory Garden. - **carried forward for discussion at next directors' meeting**
2. AGM follow up (Ken)
  - suggestion that reports for future meetings will always be appended to minutes and not read out at the meeting - **This was supported by the Board.**
  - Robert's Rules - should there be a parliamentary present?; directors' report should be moved for adoption by chairman?; treasurer's report should be moved for adoption by treasurer. - **Board recommendation that the meeting chairman will determine the need for a parliamentary based on nature of business being addressed**
  - should there be a Q/A agenda item? **This will be time and content dependent and bylaws have a standing agenda item of business arising from report of directors that may involve Q/A from members.**
  - suggestion there should be a limit for number of meritorious members. **This will be clarified in the Board operations manual that this designation should only be granted rarely. TO DO (Ken)** - draft wording for Operations Manual for consideration by directors.
3. Modification of February 2022 minutes re. motion to introduce Honourary class of member. (Ken)
  - **MOTION (Wanda)** - That the February 2022 Board minutes be amended to indicate the Board supported introducing a new class of member, Honourary, to the bylaws to be passed by special resolution at the AGM. **carried**

## 7. New Business:

1. D & O Insurance (Wanda) - Board supported renewing the insurance as quoted.
2. Status of banking authorization (Wanda) - New authorizations are in place.
3. Board position on COVID precautions (Ken/Gary) - **Clarified that the Rollo Board supports adopting COVID precautions recommended by provincial public health as directors do not have the expertise to second guess the recommendations of the authority. Groups using the Rollo Seniors Centre may choose to exceed public health recommendations but may not choose to relax precautions below those recommended by provincial public health and adopted by the GSCA Board of Directors.**
4. Future format of Board meetings - face to face vs. Zoom (Ken) - meetings will continue to be a blend of face to face meetings at Rollo with a Zoom component.
5. Updates to Board Operations Manual (Ken) - A draft updated operations manual will be sent out to directors. Various passages will be hi-lighted for consideration and update by those responsible for these areas. Once completed, an updated operations manual will be distributed, electronically, to directors.
6. 2022 Nomination committee (Ken) - Ken/Richard will be the directors to lead the nominations committee for this year.
7. Cleaning windows (Wanda) - Kim will coach the janitor, Joel, about cleaning windows at Rollo.
8. Recognition of Dale/Noni (Wanda) - Dale's and Noni's service to the Board will be recognized at the President's BBQ this summer.
9. Microwave repair/replacement (Ken) - Gary will check to see if he is able to repair the microwave and if not a new one will be purchased.

## 8. Reports:

1. President - Thanks to everyone who contributed to a successful AGM in Gary's absence.
2. Treasurer/Membership – There are 105 members in good standing. Wanda is tracking down the cheque from Nester's owed to GSCA through the 'Donate Your Points' program for the Memory Garden (\$429).

chequing - \$18,805.32

savings - \$15,119.25

3. Secretary/Communications - filing of 2022 AGM with BC Societies

- filed change of bylaws with BC Societies and CRA
- sent to Hilary for posting to the website, the bylaws, 2022 list of directors, updated COVID precautions, draft AGM minutes, final 2021 AGM minutes, final January extraordinary meeting minutes and edited November 2021, December 2021, January 2022 and February 2022

4. Events and Keys - Land Stewardship group has asked for recurring booking of meeting space. Gabriola Players and Contract Bridge are about to restart their programs at Rollo. One off rentals are picking up.

5. Supplies - Need for supply pick up from Costco whenever someone is planning a trip to the main island.

6. Maintenance - Lectern has been repaired. Basement has been cleaned up. Water sampling is underway by Kim with samples being submitted today. The high speed buffer that was ordered is expected any time from Bunzl.

**TO DO (Ken)** - Fill potholes by Rollo exit with road crush

**TO DO (Howard)** - Howard will follow up with Noni about ordering the 7 place bike rack that will then be installed by Kim and Gary.

8. General Discussion:

- Richard's background, skills and possible contributions - Richard's background was introduced at the AGM as background for his election as a director. Richard will contribute as issues arise that he is able to help with.

- Notification of insurance company of deck upgrades - from AGM -

**TO DO (Wanda)** - Wanda will notify the insurance company of deck enhancement

9. Meeting adjourned by Gary at 11:51.