

Minutes - GSCA Board Meeting

March 17, 2021

1. Opening of the meeting:

Dale opened the meeting at 10:03

Present via Zoom: Wanda Borley, Sherrill Dobb-Tisdall, Noni Fidler, Kaamran Hafeez, Howard Houle, Ken Manninen, Gary Mills, Dale Stohn

Regrets: Ken Manninen, Claudia Brann, Howard Houle

2. Amended agenda:

1) Correspondence - Water Certification

2) New Business - Rollo Telephone

3. Approving the Amended Agenda: Sherrill *carried*

4. Approving the Minutes from February 17, 2021: Kamraan *carried*

5. Matters arising from the February 17 Minutes:

ONGOING:

1. RDN deck resurfacing grant (Noni) - We need money to do stump grinding, cement work, etc. Appox. \$3,000-\$5000 or more. For now - ongoing.
2. VF/Nester Donate My Rewards grant (Noni)
 - a. current amount donated = no change posted (still 57,900 points)
3. Well registration (Ken) - ongoing
4. Update Board Orientation Manual (Wanda) - heard back from one board member prior to the meeting with some good comments. Polled the rest at the meeting and all seemed to think it's ready to go. Ready to go to press! **TO DO:** Wanda will verify the spending limit for board members without board approval before having it printed for distribution in readiness for the upcoming AGM.
5. Correspondence (all)
 - a. Water certification received. **TO DO:** Kamraan has volunteered to find the original inspection certificates, apply the new water certification sticker to the water certificate and hang both certificates in a prominent area in the kitchen.

CURRENT:

1. Emergency Services Policy
 - a. Wanda has contacted Claudia regarding the maintenance of the AED. Claudia was happy to relinquish this duty. Wanda ordered and received the new Adult Smart Pads for the unit and installed them. New Smart Pads are good for two years from the date of purchase. Expired Smart Pads have been placed in a box near the AED as backup should there be a situation where the current Smart Pads are inoperable and replacement pads haven't been received. **TO DO:** Wanda will monitor the status of the AED unit on an ongoing basis.

2. Charitable Status Application (Ken) - no news
3. RDN insurance certificate update (Wanda) - Nothing new. We are covered but have not received the certified copy. **TO DO:** Wanda to follow up with RDN as to status of the certified copy of renewal.
4. AGM Planning:
 1. Ken has sent out the draft announcement to the board members. The reminder to the general membership will be sent out this coming weekend. The announcement will include the agenda, bios for all the directors standing for election and re-election and the Zoom link.
 2. Six annual reports have been received from the activity groups. Ken will send a reminder this week.
 3. Still five bios from current board members to be received.
 4. Sherrill and Dale will notify general membership members who do not have email addresses of the upcoming AGM.
 5. Dale is preparing the president's report as a PowerPoint presentation with the help of Kamraan- same as last year.
5. Annual Audit of Financial Records:
 1. Ken to inquire of Arts Council and Dale of the Community Hall as to who audits their books. Gabriola Arts Council has advised their books are kept by a bookkeeper (Victoria Banford - not their treasurer) and that a review (not a full audit) is done each year by an accounting firm (Church Pickard) in Nanaimo. Dale reported it appears the Community Hall does not have their books audited. Discussion ensued regarding the exorbitant cost of a full audit and is it really necessary? No decision has been made is discussion will be ongoing.
 2. Gary to check to identify a member volunteer willing to review the finances - He reports there is a distinct possibility the person he has in mind would be willing to do this however we need to decide on what approach we will take - full audit or annual review by competent individual or firm. **Carry forward**
6. ETransfers:

There was some discussion regarding the cost of banking online and the fees being charged for GSCA paying bills with eTransfer. The cost of using cheques which amounts to \$100 each time we need to order a new batch plus postage to send out the payment vs eTransfer for \$1.50 per payment. It is Sherrill's preference to carry on with the status quo and she does not think a separate address for accepting payments is needed at this time.
7. Geotechnical Permissions

Dale has sent a letter of permission to PHC for them to order a geotechnical survey.

6. New Business:

1. Rollo Insurance Premium (Sherrill) - Vacant building status was instituted when the building was closed down due to COVID resulting in a lower rate. This required building checks every 72 hours which is ongoing. While the building was insured in this way any claim would be for actual cash value at the time and would include depreciation. The question is - do we stay with the somewhat reduced rate and the vacant building status

with 72-hour checks or do we return to non-vacant status for slightly increased premiums with replacement value and no 72-insurance checks required. Decision was made to return to non-vacancy status.

2. Rollo Telephone

There is a clicking sound being heard on the handset of the Rollo telephone. Kamraan has been troubleshooting this issue with the service provider, Shaw and so far has not been able to resolve the issue. He will bring in a different phone and check to see if the problem still exists. If it does not, then it is thought the problem is with the phone itself (hardware). That being the case, Dale will try to find a better quality, wall mount telephone.

7. **Reports:**

1. President – Dale

Ken and Dale will be meeting with PHC this coming Saturday to get a status report on the potential lease with PHC of part of GSCA property.

2. Treasurer/Membership – Sherrill

85 members paid up plus 1 Lifetime Member and 2 Honourary Members.

Chequing - \$13,158 plus \$2,100 grant

Savings - \$15,111

3. Events & Keys – Kaamran -

The EMTEK lock (automatic door opener) is malfunctioning more often than not now.

The thumb turn does not always engage. Batteries have been changed. Will monitor.

4. Maintenance - Gary

Checked rat traps - no rats caught to date.

8. **Meeting adjourned by Dale at 11:12**