

## Minutes - GSCA Board Meeting

September 15, 2021

### 1. Opening of the meeting:

Gary opened the meeting at 10:02

**Present:** Wanda Borley, Sherrill Dobb-Tisdall, Noni Fidler, Kaamran

Hafeez, Howard Houle, Kim Kristiansen, Ken Manninen, Gary Mills, Dale Stohn

**Regrets:** Claudia Brann

### 2. Amendments to agenda: None

### 3. Approving the Agenda: by consensus

### 4. Approving the Minutes from August 18, 2021 Board Meeting: Dale *carried*

### 5. Matters arising from the August 18, 2021 Minutes:

#### ONGOING:

#### 1. Well registration (Ken) - in progress

**TO DO (Ken)** - contact plumber about estimate to install water meter - carry forward

#### 2. Charitable Status Applications (Ken) - no word yet from CRA

#### 3. Nominating Committee (Dale/Sherrill) - have identified 1 candidate

**MOTION (Ken)** - send communication to members inviting interest in serving on the Board - *carried*

#### 4. Correspondence (all)

- visibility to west on exiting parking lot (Wanda) - note in suggestion box advising that visibility on exit from Rollo is poor. **TO DO (Gary)** - cut undergrowth below Rollo sign to improve visibility

#### 5. Planning (Ken)

- ad hoc committee to address nominations for Board (Ken/Wanda) - in progress  
- review of planning document - the operational planning document revised last November was reviewed for progress. Document appended to these minutes.

#### CURRENT:

#### 1. Water testing training details and cost of taking course (Kim).

It appears the on-line course is a good option. Kim will check cost and confirm Vancouver Island Health Authority will accept credentials from this training.

#### 2. Meet with Dave Innell of Gabriola Players to discuss new contract (Gary) - **done**

A new contract negotiated. The rate per session has increased. Cancellation terms have been updated. Cancellation in case of declared emergency has been clarified. Payments will be made quarterly.

### 6. New Business:

1. Rollo janitor (Gary) - Karen has given notice, effective September 26th. Looking to hire new janitor on contract.  
**TO DO (Noni/Dale)** - Write job description.  
**TO DO (Dale)** - Forward job task checklist to Ken for distribution
2. Vaccination mandate for Rollo (Ken) - Sent communication to members that as of September 13th anyone attending gathering inside Rollo must have had at least one vaccination. Member groups will be responsible for checking proof of vaccination.
3. Activity groups need to book free weekends for 2022. **TO DO (Ken):** Send out reminder to activity group leads that they should submit requests to Kaamran to secure their free weekends for 2022.

## 7. **Reports:**

1. Vice-President - Noni - last new Horizon's Grant report for deck renovation submitted electronically. Hard copy filed.
2. Treasurer/Membership – Wanda  
chequing = \$9,661.09  
savings = \$15,114.87
3. Events & Keys – Kaamran - PHC is starting up programming at Rollo this month. SUSO will be resuming Saturdays/Mondays; New Age of Aging second Friday of month; Senior's Lunch last Thursday of month.
4. Supplies - Kim - Milk and coffee supplies being checked weekly. Replaced Clorox.
5. Maintenance - Kim/Howard - Door frames painted. Fans & heat pump filters vacuumed. Weather stripping replaced. Floors swept. Plastic page protectors installed on 2 outside doors.

## 8. **General Discussion:**

1. Future meeting format (Ken) - As outside meetings no longer possible, future meetings will be in person in Rollo with a Zoom component. Kaamran will show Wanda how to set up Zoom meeting at Rollo.
2. Rollo room capacity on website? (Ken) - Current capacity of 50 as specified by Public Health will be posted to website.

## 9. **Meeting adjourned by Gary at 11:40.**

## **2021/22 Planning Document v2 November 2020 REVIEWED SEPTEMBER 2021**

The focus was a 1 year operational plan for GSCA. Board voted on 'must do' items after report from Sherrill about estimated annual expenses and revenues. Numbers in brackets are Board members voting item as a 'must do' this year. This document was reviewed at the September 2021 meeting as follows.

### **MAINTENANCE**

- floor maintenance (ie. floor polisher & supplies) (6) - **DONE**
- empress tree annihilation (6) - **DONE**
- deck repair (6) - **DONE**
- develop annual maintenance schedule (ie. annual cleaning) (4) - **IN PROGRESS**
- landscaping (between road signs) (4) - **DONE**
- building facelift (ie. enhance appearance of fuel tank, ramp, thorough building cleaning) (1) - **IN PROGRESS**
- memory garden upgrade (0) - **IN PROGRESS**
- painting (touchups, ceiling tiles, storage window trim) (0) - **IN PROGRESS**
- water system upgrade (0) - **ON HOLD**
- basement cleanup (0) - **DONE**

### **MEMBER SUPPORT**

- increase value of current membership (ie. sharing group successes, regular contact with members, increased Board visibility, member recognition) (5) - **SOME PROGRESS; website, communications to members**
- solicit feedback from members (ie. form) (4) - **CHANGE PRIORITY TO 0**
- visibility of Rollo Regulars (0) - **NO PROGRESS**

### **COMMUNICATION**

- upgrade website (ie. up to date pictures, links) (2) - **IN PROGRESS**
- advertising (ie. brochures at events, Weenk as resource) (0) - **ON HOLD**

### **FINANCIAL**

- ensuring solvency (funds and liability, other revenue sources, fees) (7) - **IN PROGRESS**
- charitable status (6) - **IN PROGRESS**

### **OPERATIONS**

- reopening plan (ie. kitchen, maximum number of people, expanded use of building, use of grounds) (7) - **IN PROGRESS**
- succession planning process (7) - **IN PROGRESS**
- board orientation manual update (6) - **DONE**
- filing system (5) - **DONE**
- reorganize closet usage (5) - **IN PROGRESS**
- ~~improved internet access (0)~~
- board storage locker cleanup (0) - **IN PROGRESS**