

Minutes - GSCA Board Meeting

February 16, 2022

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

Gary opened the meeting at 10:05

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

Regrets: Richard Strachan

2. Amendments to agenda:

- none

3. Approving the agenda: Ken - **carried**

4. Approving the Minutes from January 19, 2022 Board Meeting: Kim - **carried**

5. Matters arising from the January 19, 2022 Minutes:

ONGOING:

1. Nominating Committee (Dale/Sherrill)

- Dale was to contact possible director(s) (Dale) - there is a couple who may both be willing to serve. Are there rules about couples serving together on a board?
- **ACTION:** Ken to see if any rules prohibiting partners serving together on board
- All directors were to engage in recruiting - No additional candidates identified
- Ken was to send communication to members asking for interest in being a director - **done**

2. Water testing - Kim completed the course and passed the exam. He discussed with Jill Lucko of VIHA what he may now do in support of testing water quality. Kim will notify AQuality that he will be taking over testing water but that they will continue replacing filters for the time being. The UV filter quartz sleeve needs cleaning annually and the UV filter should be replaced annually. Water filtration cartridges need replacing when the white one is soiled. Filters are available from AQuality.

3. Bike Rack- Update on application to Rec. Society (Noni/Dale) -

- **TO DO:** Noni to get pricing for 7 bike rack
- **TO DO:** Ken to send Noni financial document from last AGM for application

4. Planning (Ken)

- Bylaw changes - update (changes requested by CRA; honorary memberships; election of directors) - CRA requires 2 updates to bylaws, one concerning dissolution clause change and the other concerning focus of all GSCA activities on charitable purpose. Adding new honorary class of member. Ken has

emailed all activity group leaders for input on changes regarding director nominations.

- 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**
- Gary was to contact Yard Works about clearing snow from entrances and handicapped parking at Rollo in future. **done**

5. Correspondence (all)

- change of GSCA contact for Community Health and Wellness Collaborative / HUB (Ken) - Ken will now be the GSCA contact for the Community Health and Wellness Collaborative as Noni will be leaving the Board this year.

CURRENT:

1. Memory Garden (Noni) - **carried forward** - discussion about development of memory garden and policy for the Memory Garden.
2. Howard was to craft correspondence to Keith and send to Ken to mail letter to Keith and copy the MOTI Gabriola foreman requesting connection of school culvert to Rollo culvert. Howard contacted Keith but did not get his support. Howard will now craft the letter to include concerns about safety, water flow on the Rollo property and risk to contamination of the Rollo well. Letter will be sent to Main Road Contracting office in Surrey and copied to Michael Pearson, MOTI district manager. - **done**
3. Kim was to investigate the cost of purchasing a high speed floor buffer and a floor scrubber. - Planet Clean has changed name to Bunzl. New high speed floor buffer is \$1608 and as would be used multiple times annually this will be added to the budget purchase list. A new cordless floor scrubber is \$3643 but since only done once annually will continue to borrow the one from the fire department.
4. Annual Zoom account was to be purchased for GSCA - **done**
5. Ken was to meet with representatives from activity groups that hold annual events to gauge their interest in having their annual events automatically rolled over each year into the Rollo activity calendar - This has been assigned to the Palette People representative for the activity group committee coordinating wall displays at Rollo to coordinate with groups and provide schedule for Kaamran.
6. HEPA filter air purifiers - Wanda is donating an air purifier for use in the small room and will be issued a charitable receipt.
 - **MOTION: (Ken/Kim)** - Ken approved to purchase a HEPA air purifier for the large room up to \$450.
7. Noni was to contact Eirik about cleaning the eave's troughs. Eave's trough cleaning completed. - **done**

6. New Business:

1. possibility of Life Drawing rental (Ken) - Board approved concept of Life Drawing group becoming an ongoing renter on Tuesday afternoons. This will be conveyed to the organizers of the group for their consideration
2. CharityWorks information session hosted by Doug Routley's office (Wanda)
TO DO: Gary to register to attend
3. AGM 2022 - Meeting set for Sunday, March 27th at 11:00. This will be a blend of a Zoom and in person meeting. Those wishing to attend in person will be required to register their intent
4. **MOTION:** March monthly Board meeting will be held March 9th at 10:00, a week early to complete preparations for the AGM Wanda/Kaamran - **carried**

7. **Reports:**

1. Treasurer/Membership –

Chequing - \$14,571.38

Savings - \$15,118.03

2. Secretary/Communications - COVID mandates update. Masks and passports continue to be required to attend indoor events at Rollo. If we consider a Board of Directors meeting a business meeting and not an event, passports are not mandatory and masks are required unless directors are seated, distanced and drinking/eating.
3. Events and Keys - Board meetings are being recorded using a Zoom function so any director may refer back to the recording, especially the secretary to help with the accuracy of minutes.
- **TO DO:** Kaamran to draft a rental cancellation policy for consideration by the Board
4. Supplies - cleaning supplies in good shape.

8. **General Discussion:**

- considerations of charitable status
 - CRA requires changing of one clause and addition of a second to bylaws. This will be done as resolutions at the AGM
 - investigated possibility of setting up trust to hold physical assets separate from Association, but this was not advised due to complexity
 - building and content inventory value must be determined for depreciation calculation in annual report to CRA
 - recommended GSCA not register with Canada Helps at this time. Canada Helps can collect donations to charities and issue tax receipts for a 2% collection fee. This would allow anonymous donations and repeating monthly donations to be set up.

- CRA requires a minimum amount being devoted annually to pursuit of charitable purpose. This calculation is based on assets and is easily achieved based on the annual operating expenses seen in the collation of financial documents for the last few years prepared by Wanda.

- **Board established the minimum donation for which a charitable receipt will be issued as \$30**

9. Meeting adjourned by Gary at 12:30.