

Minutes - GSCA Board Meeting

April 21, 2021

1. **Opening of the meeting:**

Gary opened the meeting at 10:03

Present via Zoom: 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:**

New Business:

8. Quickbook accounting package
9. Building checks
10. Schedule of important dates

3. **Approving the Amended Agenda:** Wanda *carried*

4. **Approving the Minutes from March 17, 2021 Board Meeting:** Noni *carried*

5. **Approving the Minutes from Supplementary Meeting with PHC March 20, 2021:**

Dale *carried*

6. **Approving the Minutes from Supplementary Board Meeting April 11, 2021:**

Dale *carried*

7. **Matters arising from the March 17, 2021 Minutes:**

ONGOING:

1. RDN deck resurfacing grant (Noni) RDN grant approved \$2100 for materials but with current prices of building material estimating \$3000 will be needed. Bob Weenk has offered his time to help with renovation. **TO DO:** Gary to put signage up warning against using deck stairs and to assess degree of rot of understructure, surface boards and stairs to determine path forward.
2. VF/Nester Donate My Rewards grant (Noni)
 - a. current amount donated = amounts have not been updated
3. Well registration (Ken) - suggest time to move forward with registration. **TO DO :** Ken will work with Kaamran to estimate water usage needed for registration and advise Board of numbers to be used.
4. Verify the spending limit for board members without board approval (Wanda) - Unable to find motion in past minutes that sets discretionary spending for Directors.
MOTION (Wanda/Dale) - Between meetings, Directors may spend up to \$350 on GSCA expenses without pre-approval by the Board. Any expenses above \$350 require Board approval. *carried*

5. Correspondence (Sherrill) - Letter from VIHA with forms for water testing by October. **TO DO:** Wanda to contact VIHA to clarify what action required and timeline.
6. Planning (Ken) - nominations resolution referral - Resolution 4 from AGM referred for study. This resolution deals with nominations for Board. **TO DO:** Ken/Wanda to strike ad hoc committee with additional members to study possible changes to constitution regarding nominations for Board.

CURRENT:

1. Emergency Services Policy - Wanda will monitor the status of the AED unit on an ongoing basis - Wanda has acquired replacement parts for stale dated components of AED
2. Charitable Status Application (Ken) - Certified documents submitted to address deficiencies defined by CRA.
3. RDN insurance certificate update (Wanda) Follow up with RDN as to status of the certified copy of renewal. RDN supplied copy of renewal dated 2018 with expiry in 2023.
4. Annual Audit of Financial Records:
 1. *carried forward* - decide on what approach we will take - full audit or annual review by competent individual or firm.
 2. **MOTION (Ken/Wanda)** - GSCA finances will be reviewed by a knowledgeable third person. No formal audit will be conducted. *carried*
5. Kamraan 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. **DONE:** with Wanda's help.
6. Rollo Telephone trouble shooting (Kaamran) - leaking battery causing clicking sound when using phone. Removal of battery solved problem but there will be no display on handset as a result.

6. New Business:

1. Assigning Board Coordinator roles (Gary)
 - a) Maintenance Coordinator to be shared by Kim and Howard (Gary will help out)
 - b) Supplies Coordinator - Kim
 - c) Communications Coordinator - Ken
 - d) Events Coordinator - Kaamran
2. Chair dollies (Dale) - Dale ordered 2 new chair dollies so all chairs are now on dollies.
3. Thank you letter to PHC (Dale) - Dale thanked PHC for continuing to pay weekly payments to hold Rollo booking during pandemic shutdown. This has helped Rollo weather the decline in revenue.
4. Live streaming support by GSCA (Noni) - Inquiry if GSCA wishes to establish a Zoom account for activity groups or renters to use in light of possible ongoing need for limited in person contact. Board felt individual groups should make their own arrangements.
5. Annual fire inspections (Gary) - Gabriola Fire Department contacted GSCA about fire inspection. Inspection completed April 15th. Reported exceptional cleanliness of

building. Noted fire extinguisher certification out of date. **TO DO:** Gary to have extinguishers re-certified.

6. PHC proposed building (Gary) - concern about what is appropriate leasing fee should PHC proceed with building on Rollo site. This amount will be negotiated if PHC moves forward with proposal. Likely PHC building would be around 3000 - 3500 square feet. Water usage estimated not to be high as primarily office type of function. Favourable geotechnical assessment. Any lease agreement would need to consider Rollo input on any transfer of PHC building asset on site. Rollo would need to engage own lawyer for lease agreement development.
7. Nominating committee (Ken) - need for nominating committee to be formed now in light of mandated retirement of 3 current board members next year. **TO DO:** Dale/ Sherrill to lead nominating committee
8. Quickbook accounting package (Wanda) - Wanda has acquired a free version of Quickbook to keep GSCA books
9. Building checks (Ken) - Need to carry out at least weekly building checks until Rollo operations return to normal. **TO DO:** Directors to drop in to check on building as they are available and to record check on sheet by main entrance.
10. Schedule of important dates (Wanda) - Wanda identified need to schedule important deadlines for GSCA so they are honoured. **TO DO:** Directors to send email to Kaamran as important deadline identified. Kaamran will enter deadline into calendar along with automatic email notification that will be sent to Director advising of impending deadline.

7. **Reports:**

1. Treasurer/Membership – Wanda
chequing = \$12,157.87
savings = \$15,111.71
RDN grant = \$2,100
2. Secretary/Communications - Ken
 - a) AGM report (\$40), updated constitution (\$50), updated bylaws (\$50) and updated director report (no charge) submitted to BC Societies
 - b) Sign in authority to BC Societies will be set up for Ken, Dale and Wanda
 - c) AGM minutes are being finalized
 - d) CCCU signing transfer to new executive has been initiated and should be completed by next week

8. **Meeting adjourned by Gary at 11:47**