

## Minutes - GSCA Board Meeting

May 18, 2022

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

Gary opened the meeting at 10:06

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

**Regrets:**

### 2. Amendments to agenda: none

### 3. Approving the agenda: Kaamran - **carried**

### 4. Approving the Minutes from April 20, 2022 Board Meeting: Wanda - **carried**

### 5. Matters arising from the April 20, 2022 Minutes:

ONGOING:

#### 1. Planning (Ken)

- Expenditure List additions (all) - List was updated. No need to pursue funding for septic tank maintenance at this time as tank was pumped and inspected within the last 5 years.
- **TO DO (Howard)** - Check if any grant money still available from the RDN for repairs to the well lid and well maintenance
- **TO DO (Gary)** - Negotiate a price with Yardworks Landscaping for lawn maintenance for the summer

#### 2. Correspondence (all)

- Ken sent letter thanking Bob Weenk for letter of April 29 regarding ideas for increasing Rollo membership
- Ken sent 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.
- Ken sent email to activity group leaders with list of their members in good standing and reminded them that anyone who is not a member must pay \$5 per session. They were also reminded that any donations to GSCA of \$30 or more qualify for a tax receipt.
- Ken responded to former member's email explaining Board's decision to relax COVID precautions in sync with BC public health recommendations
- Rental of Rollo equipment (Ken) - Board's position is that no Rollo equipment will be offered for rent outside of the facility

#### 3. Bicycle stand (Howard) - Bicycle stand was ordered and has been received.

- **TO DO: (Gary/Kim)** - Site stand by ramp on North side of building. Pour concrete pad to anchor stand.

4. 2022 Nomination committee (Ken/Richard) - Shared background policy documents about committee.

#### CURRENT:

1. Memory Garden (Ken) - discussed possible ways memory garden may be developed.  
- **Motion (Wanda/Ken)** - an ad hoc committee will be struck at a yet to be determined future date to recommend what should be done with the memory garden. **carried**

2. AGM follow up (Ken)  
- new wording was added to the Board Operations Manual clarifying that meritorious member designations should be assigned only in rare circumstances.

3. Updates to Board Operations Manual (Ken) - Any final edits to the manual are to be submitted in the next week.

4. Microwave replacement (Gary/Wanda) - Old microwave could not be repaired. Wanda purchased a gently used microwave at an estate sale for \$50.

#### 6. New Business:

1. Rollo rental cancellation policy (Kaamran) -  
- **Motion (Kaamran/Wanda)** - GSCA will now require all casual renters of Rollo to pay their rental fee in advance. Cancellations made 2 weeks in advance, or those made less than 2 weeks in advance but where the cancelled time slot is filled by another renter, will be refunded 100% of the payment. Cancellations made less than 2 weeks prior to the booking and where the cancelled time slot is not booked by another renter, will be reimbursed only 50% of their payment. Renters failing to cancel a booking will not have any of their payment refunded. **carried**

2. Gabriola Players marquee sign (Gary) - The Rollo marquee sign at the exit from the parking lot poses a visibility problem for cars leaving Rollo. The sign will remain down unless absolutely required to advertise upcoming events in which case it will be returned. The Board will encourage those advertising events to use banners at the exit rather than using the marquee sign

3. Coordination of activity group art hanging schedule with rentals (Kaamran) - The Rollo display schedule is now posted to the Rollo rental calendar on the GSCA website. This will serve to alert Kaamran of possible conflicts when a request to

rent Rollo is made where access to wall space is needed. Kaamran will consult with Darla Jamieson ([gabriolapalettepeople@gmail.com](mailto:gabriolapalettepeople@gmail.com)) who coordinates the art hanging schedule with activity groups to resolve any conflicts before confirming such new bookings.

## 7. **Reports:**

1. **Treasurer/Membership** – Wanda has made a credit application to Bunzl where GSCA acquires cleaning supplies in Nanaimo. Once approved, an account will be established for GSCA for invoicing of purchases.

chequing - \$18,805.32

savings - \$15,119.25

2. **Events and Keys** - The Discussion activity group has been moved to Tuesdays at 1:00 in the small boardroom. The Cribbage activity group has disbanded. There has been an increase in requests for casual rentals, primarily to host meetings.
3. **Supplies** - Cream and coffee usage is increasing as more members start returning to Rollo. A cleaning supply order was made with Bunzl.
4. **Maintenance** - There has been no evidence of rodent activity. Batteries for smoke detectors were changed in response to warning beeps and an annual battery change reminder has been added to the booking calendar. Bimonthly VIHA water sampling is now being done by Kim. Overhanging soffits at entrance need repair when swallows have completed nesting. The gravel walkway to the deck needs weeding. The access ramp on the north side of Rollo needs pressure washing and Yardworks Landscaping will be contracted to do this.
  - **TO DO (Kim)** - contact Yardworks Landscaping to pressure wash ramp
  - **TO DO (Kim)** - purchase 24 foot extension ladder

## 8. **General Discussion:**

- Governance model used by GSCA (Richard) - background information to supplement the discussion:

<https://www.amcnposolutions.com/comparing-3-models-traditional-carver-and-complementary/>

- Richard introduced for the Board's consideration the possibility of changing the governance model for the GSCA Board from a working board model to a Carver model where the Board focus would be strategic and a facility manager would be hired for operations. The advantage would be that with increasing difficulty in enticing members to serve as directors, responsibilities and time commitments of directors would be reduced making director positions more enticing. The downside would be that there would be increased operating cost for GSCA. Directors were encouraged to ponder this possibility

- It was noted that the locker corridor is getting crowded and it was suggested that PHC be asked to move their sandwich board into their locker or storage area in the basement.

9. **Meeting adjourned by Gary at 11:51.**