

Minutes - GSCA Board Meeting - DRAFT

February 17, 2021

1. Opening of the meeting:

Dale opened the meeting at 10:02

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

Regrets: Claudia Brann

2. Amended agenda:

- 1) Geotech permission
- 2) Insurance checks on Rollo calendar
- 3) What needs checking during insurance checks?

3. Approving the Amended Agenda: Noni *carried*

4. Approving the Minutes from January 20, 2021: Howard *carried*

5. Matters arising from the January 20 Minutes:

ONGOING:

1. RDN deck resurfacing grant (Noni) - 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) - making great progress and will be sending out final draft for review by all Board members. Agreed to change the name of the Manual to Operations Manual. **TO DO:** directors to review draft of Operation Manual by March Board meeting.
5. Correspondence (all)
 - a. reply from Doug Routley re GSCA financial challenges (Ken) - Doug's office responded via email. They will consult with the Ministry of Environment and Climate Strategy to seek approval for our inquiry about deferring monthly ground water charges starting in March 2022. They also identified the the provincial Community Gaming Grant program as a possible source for Rollo to provide financial support resulting from COVID-19 operational restrictions and offered to write a supporting letter should we apply. Ken reviewed the grant requirements and believes Rollo would not qualify. Ken thanked Doug for his email.
6. Nominating committee update (Wanda/Kaamran) - Kim Christiansen, member of the Chess Club, accepted the committee's nomination to stand for election as a Board member. The committee was standing down now that their nomination was submitted.
7. Planning (Ken) - changes to constitution and bylaws - Constitution and bylaw changes can only be approved at meetings of members. The Board approved the including a Resolution at the AGM to modify purpose #2 of the GSCA constitution

as: ***To provide and operate a multi-use facility for members of the Association and for the Gabriola community.*** This change is proposed to more accurately reflect the activities undertaken by GSCA. GSCA will be charged \$50 by B.C. Registries to update the constitution. The Board also approved including a resolution for a bylaw addition to define the length of a term of Board directors. **TO DO:** Directors to propose any additional bylaw changes for consideration at the AGM as B.C. Societies will charge \$50 for bylaw changes and the Board is already proposing to open the bylaws to add the definition of term.

CURRENT:

1. Emergency Services Policy

a. Claudia to engage paramedics to set up inspection of AED - Wanda noted that a new battery and adult pads have expired. Wanda proposed to change responsibility for checking the AED to the Supplies and Cleaning Coordinator position that was supported by the Board. **TO DO:** Wanda to confer with Claudia about ordering a new battery and adult pads.

2. Charitable Status Application (Ken) - still waiting to hear back from the Canadian Revenue Agency

3. Checking Rollo for insurance coverage

a. Wanda to draw up sign in sheet - **DONE**

b. how is the ad hoc checking schedule working? - Kaamran has added the scheduled checks to the GSCA activities calendar as directors volunteer dates to do checks. Gary clarified that checks involve making sure there are no water leaks on the main floor and in the basement, that heat pumps are set to 16 degrees with a fan setting of two and that all internal doors except the one to the locker area be left open.

4. Approval of minutes of second meeting with PHC re. lease of GSCA property -

MOTION TO APPROVE: Kaamran *carried*

5. RDN insurance certificate update (Wanda) - RDN has confirmed that insurance has been renewed and a copy of the renewal is being sent to Rollo.

6. New Business:

1. AGM planning - set date; schedule for notices; agenda (Dale) - Board scheduled this year's AGM for 11:00 on Sunday, March 28th via Zoom.

TO DO: Ken to draft announcement to members about the AGM including the date and time and proposed resolutions for changes to the constitution and bylaws. A reminder will be included that only paid up members are eligible to vote at the AGM. Draft announcement will be sent to directors for comment before being sent out.

TO DO: Ken to request reports from activity groups, Gabriola Players and PHC for inclusion in the annual report

TO DO: Directors to provide Ken with a current bio for the AGM agenda. Bios from last year can be found on the GSCA website in the AGM minutes document.

TO DO: Sherrill and Dale will notify members of the upcoming AGM who do not have an email address on file.

TO DO: Dale to prepare president's report for AGM

2. Deserted car (Dale) - Dale reported to the RCMP an abandoned car in the Rollo parking lot. The RCMP contacted the owner and the car has been removed.

3. 7 black chairs (Dale) - Seven more black chairs were donated to Rollo. Two additional dollies are needed to accommodate the chairs but will await return to normal business.

4. Annual audit of financial records (Ken) - Board discussed need to audit financial records to protect treasurer. This could be useful to fulfill grant funder expectations and would be helpful for annual reporting should GSCA be granted charitable status. Because of the relatively small size and simplicity of the GSCA budget directors felt annual audits were not called for. The Board recommended the treasurer forward financial records to secretary for storage on the GSCA backup drive.

TO DO: Ken to inquire of Arts Council and Dale of the Community Hall, who audits their books.

TO DO: Gary to check if he can identify a member volunteer willing to review the finances

5. e-Transfer for GSCA (Ken) - The treasurer is having challenges verifying e-Transfers for certain members because of incomplete information when transfers are sent. Members need to be reminded of the need to include critical information when making e-Transfers and this is especially true of new members.

TO DO: Sherrill/Kaamran to set up an e-Transfer address for payments other than memberships.

6. Geotechnical permissions (Howard) - To assess the feasibility of construction of a PHC building on the Rollo site a letter of permission to PHC is needed. **TO DO:** Dale to send letter of permission to PHC to order a geotechnical assessment

7. **Reports:**

1. **President** – Dale - Keis Langereis alerted Dale of the Canada Healthy Communities Project initiative as a source of possible funding for GSCA. There are no current considerations for expanding indoor spaces at Rollo but perhaps a sun deck as part of the patio upgrade may qualify. **TO DO:** Directors to consider other options that might qualify for applying for a grant under this initiative.

2. **Treasurer/Membership** – Sherrill - only 67 members have submitted membership dues.
chequing account - \$11,816 (plus \$2100 grant money)
savings account - \$15,110

It was noted the funds in the accounts were comparable to February 2020 balances (\$13,060 in chequing and \$15,091 in savings) indicating GSCA finances are not suffering from the COVID-19 restrictions as severely as initially projected last fall and if everything continues in this manner, then GSCA should weather the storm.

3. Secretary/Communications - Ken - received an inquiry from an activity group leader about whether GSCA was considering opening Rollo. Ken will advise leader that Rollo will be remaining closed until restrictions are lifted by Public Health.
4. Events & Keys – Kaamran - the events calendar has been updated for 2021 and the regular schedules for activity groups are displayed. Activity groups were asked to submit schedules for their free days. The PHC school meal program has been given a separate door code.
5. Supplies/Cleaning - Kim Christiansen was asked to consider taking on this coordinator role. He has asked to see the supply list before making a decision.
6. Maintenance - Gary - AQuality sent instruction to reset the UV sanitizer alarm as UV light is replaced annually in July and does not need replacing at the moment. The alarm likely was the result of the pump having been turned off. Rat traps have been set in the basement by the water filters.

8. **Meeting adjourned by Dale at 12:02**