

Minutes - GSCA Board Meeting

January 18, 2023

1. Opening of the in camera meeting:

Gary opened the meeting at 10:04

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

Regrets:

2. Amendments to agenda:

add to New Business: Events Calendar; Website

add to general discussion: Planning for AGM

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

4. Approving the Minutes from October 19, 2022 Board Meeting: Howard - **carried**

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

ONGOING:

1. Planning (Ken)

- Expenditure List additions: wireless sound system & laptop:

MOTION (Wanda/Kim) Kaamran is approved to spend up to \$600 on purchase of two bluetooth speakers and a connecting microphone for large room, including installation by an electrician - **carried**

MOTION (Howard/Kaamran) - Kaamran is approved to spend up to \$1000 on purchase of laptop for supporting financial software for tracking GSCA finances - **carried**

- changes to executive - reminder for directors that after this year's AGM, positions that will need to be filled include president, vice-president and booking coordinator

2. Correspondence (all)

- in response to snow removal complaint from Palette People concerning lack of snow removal December 10th the following actions will be taken:

TO DO (Gary) - confirm with YardWorks they will clear entrance/exit to parking lot, handicap parking and ramps to building in case of snow

TO DO (Kim) - determine contractor to clear Rollo Parking lot in event of snow

3. 2022 Nomination committee (Ken/Richard) - Four members have put names forward as directors for 2023

TO DO (Ken) - send nomination information form to candidates for completion; discuss with one candidate possibility of deferring candidacy until 2024 to stagger terms of directors for succession planning purposes

CURRENT:

1. Commercial insurance policy renewal/coverage
- consultation with insurance broker regarding appropriate level of coverage for replacement of Rollo. - **CARRY FORWARD** - Ken

2. GSCA website administrator access by board - Ken added details to the board operations manual

3. Recommendation to board about GSCA maintaining observer status in Gabriola Health and Wellness Collaborative (GHWC) (Richard/Ken) - after attending October meeting, recommendation that GSCA continue observer status

TO DO (Ken) - notify GHWC of board decision; Ken will continue participation in meetings for current time to monitor developments and report back to board any significant observations

4. Decision re. GSCA involvement as cooling centre

TO DO (Ken) - confirm with Brenda Fowler, GSCA intention to participate under contract drafted by GSCA. Basically, GSCA involvement will be to ensure continued operations of Rollo.

5. Compliance with provincial government deadline (November 30th) for Land Owner Transparency Registry was met. Filing was completed for GSCA by Heath Law LLP at a cost of \$748. Signed documents are in the GSCA files.

6. Renewal of annual contract with Gabriola Players (Kaamran/Richard) - a modest increase of 5% for 2023 was negotiated with Gabriola Players

6. New Business:

1. Events Calendar (Wanda) - Activity groups will be contacted and advised their reserved meeting time will be released if they are not currently meeting.

TO DO (Ken) - to contact Photo Club about their status as an activity group

TO DO (Kaamran) - contact dementia group to confirm they still intend to attend Rollo

TO DO (Kaamran) - release reserved meeting times for any activity group that has not reconvened in 2023

2. Website (Wanda)

TO DO (Ken/Wanda) - review website and initiate changes to update including noting charitable registration on home page, update activity group pictures, ensure activity group pictures dominate, remove any inactive activity groups, update any information, correct any error

7. Reports:

1. President - Wanda is approved to be away June through August. She will be continuing to conduct some of her duties remotely.

2. Vice-president - PHC requested first and third Wednesday afternoons from 1:30 to 3:30 for seniors gathering and information and help sessions

MOTION (Kaamran/Richard) - approve request by PHC for seniors information and help sessions on first and third Wednesdays on an ongoing basis - **carried**

- PHC has requested additional locker space. No lockers are available but 2 cubbies are available. Kaamran will offer these to PHC for rental.

- More triple copy rental forms are needed.

3. Treasurer/Membership –

chequing - \$24,950.79

savings - \$15,190.40

of members - 63

- Property assessment: Building = \$59,500; Property = \$322,000

-GSCA is now registered with Canada Helps for collection, receipting and forwarding of charitable donations

- one donation of \$500 and two of \$100 received

4. Secretary/Communications - invitation to Emergency Preparedness Workshop conducted by Gabriola Recreation Society resulting from Gabriola Health and Wellness Collaborative meeting in October. Workshop will be held January 28.

- Website hosting and domain registry have been renewed for 2023

- request Kaamran to post printout of WiFi connection procedure for Rollo

5. Supplies - Palette People are now monitoring and replenishing coffee/tea condiments for GSCA

6. Maintenance - Evidence of presence of rats in basement. Replenishing of bait for trap.

TO DO (Kim) - purchase second rat trap

- Kim is training Kevin Martin to buff and wax floors. Once trained, Kevin will be contracted to carry this out as needed

8. General Discussion:

1. Review of weekly time commitment of directors (Ken) and request for members to pick up some of the routine duties currently being carried by directors (ie. kitchen supplies and kitchen laundry). Kitchen supplies and linens now being carried out by Palette People. Estimated time being spent weekly by directors with specified duties beyond meeting attendance is: president (2 hr), treasurer (7.8 hr), secretary (4 hr), booking coordinator (7

hr), maintenance (2 hr). Board will review how relief can be provided to the treasurer and booking coordinator.

2. AED (Wanda) Jenn Knight response to support for AED awareness at Rollo - **CARRY FORWARD**

3. Planning for AGM - No changes to bylaws needed this year. Firm up details of AGM next meeting. Call for nominations must go out at least 3 weeks before AGM. Notice of Kaamran, Howard, Wanda, Kim and Ken. Richard will be serving 2nd year of 2 year term.

9. **Meeting adjourned by Kaamran at 12:05.**