

Minutes - GSCA Board Meeting

April 17, 2024

1. **Opening of the in camera meeting:**

Kaamran opened the meeting at 10:02.

Present: Wanda Borley, Marilyn Geater, Kaamran Hafeez, Barbara Hague, Annette Lorek, Ken Manninen, Jenny Newton, John Peirce

Regrets: Richard Strachan, Cheryl McNeil

Guest:

2. **Amendments to agenda:** - none

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

4. **Approving the corrected Minutes from March 20, 2024 Board Meeting:** - (Barb) **carried**

5. **Approving the Minutes from the March 24, 2024 Supplementary Board Meeting:** - (Annette) **carried**

6. **Matters arising from the March 20, 2024 Minutes:**

ONGOING:

1. Planning (Ken) - additions to planning expenditure wish list? (Ken)
- none

2. Correspondence?
- none

CURRENT BUSINESS:

1. Richard will be checking with BC Gaming Grants if GSCA would qualify to apply for a grant considering the seniors programming that takes place at Rollo. **carried forward.**

TO DO: Marilyn will look into this?

2. Kim and Ken were to develop a contract for Phoenix Landscaping for lawn maintenance and snow removal. - **in progress**

John was to provide a copy of the agreement between the church and Phoenix Landscaping to help in developing an agreement for GSCA - **done**

3. Ken will certify to do water testing if another alternative is not identified.

Kim is still waiting for a quote from AQUALITY for filter changes. - Ken is approved by VIHA to do water testing. John can also do water testing. Kim is waiting for a quote from AQUALITY for filter changes - still waiting

4. Cistern installation proposal (John) - **attachment**

MOTION (Ken/John) - That John move forward with the installation of a cistern as outlined in the April 17, 2024 proposal. **carried**

5. Cheryl was to contact the Gabriola Auxiliary about possible funding to support installation of the cistern. **carried forward** - This may not be possible now that the project has been approved to proceed by the board. Funding is typically not approved by granting agencies for projects that are already underway.

6. Ken was to provide information on requirement of BC Societies for auditors. - **done**

7. NEW BUSINESS:

1. Richard leave of absence - Kaamran has granted a leave of absence for Richard until September while he recovers from his injuries.

2. Review of AGM and opportunities for improvement (Ken) - The board agreed the focus of the AGM should be on reporting of GSCA business by the directors to members and should not include general discussions with members. General discussions should be held at an extraordinary meeting of members on issues that may arise at the AGM. Coffee and snacks are recommended to encourage attendance as well as visiting of directors with members after the meeting. The first meeting of the new directors should take place after the visiting with members.

3. Thanksgiving weekend booking (Kaamran) - There is a conflict with a Gabriola Players practice booking and a rental of Rollo by the Group of Several/Palette People on the Thanksgiving weekend.

MOTION (Wanda/Marilyn) - That the Gabriola Players' practice be rescheduled to another time that is suitable to them. **carried**

4. Rollo signage (Ken) - The name of the building was changed to Rollo Centre at the AGM. As a result the name on the building and the marquee signs at the entrance need to be changed. This is an opportunity to move the existing signs so they no longer pose an obstruction to view on exiting the Rollo parking lot.

TO DO: Marilyn, Annette and Ken will lead a committee to develop a proposal for board approval to replace the two signs at the entrance to Rollo.

5. Renewal of cleaner's contract (Jenny) - **attachment** -

MOTION (Jenny/Wanda) - Jenny will create a short-term contract with the janitor that will be revisited in September based on the results of a performance review. The duties in the contract will not include window cleaning or any outside upkeep of the building. **carried**

8. **REPORTS:**

1. **President** - The Spinners and Weavers are finding the storage of the card table cart and two chair carts in Hagan's Hangout to be nuisance for accessing their locker. These items will be returned to the front vestibule for storage.
2. **Treasurer/Membership** - The T3010 annual report to CRA was completed by Wanda and Cheryl and will be filed.

chequing - \$39,797.88

savings - \$220.53

GIC - \$20,000 plus interest

of members - 140 (2023); 115 (2024)

MOTION (Wanda/John) - Accept the financial report as presented. **carried**

4. **Secretary** - Barb now has access to the GSCA BC Societies site. The annual report including change of directors has been submitted to BC Societies. The GSCA board operations manual has been updated and distributed to all directors and posted to the shared Google drive.
5. **Communications** - A meeting of near village neighbours concerning the homeless people will be arranged by the Commons Board in the near future and GSCA will be invited to attend. Problems have been encountered giving access to new directors to the Rollo Communications Google Drive and a remedy is being sought. File cleanup of the Rollo communications Gmail account continues with significant progress.
6. **Supplies** - A cabinet or shelf unit will be acquired to expand storage in the bathroom with the wall mounted cupboard. The storage unit will be used for storage of adult leak undergarments and other cleaning related supplies. Various items requested by the janitor to make her job easier will be purchased.

7. **Maintenance** - A dripping kitchen tap was repaired. The seal on a large room window has failed and needs to be replaced. VIHA is aware the Ken will be conducting water testing until a contractor can be hired to do this and John will assist.

MOTION (Ken/John) - Wanda arrange to replace the window in the large room with the broken seal at a cost not to exceed \$1000. **carried**

TO DO: Jenny will purchase and install a board or book in the vestibule for building repair needs identified by those using the Rollo Centre.

TO DO: The secretary will create a document on the shared drive to record repair needs identified by building users and directors.

8. **General Discussion:**

1. Identifying responsible director for unassigned tasks (Kaamran) - **attachment** - all tasks were assigned to directors. See the completed attachment.

2. Process/ Timeline for Decisions on Strategic Planning, Membership, etc. (Jenny) - Action is needed on the issue of membership discussed at the AGM. Darla will be asked to use the issue of addressing the membership as the example to further the discussions on developing approval criteria for the board. A second extraordinary board meeting will be held on Wednesday, April 22nd from 10 to noon to develop a plan for addressing membership.

TO DO: Kaamran to book the small room for use by the Board on MAY 22nd
Adjournment

9. **Meeting adjourned by Kaamran at 12:25.**