

Draft Minutes of GSCA Board meeting July 17, 2024

1. **OPENING** of in camera meeting 10:06 AM
Present: Kaamran, John, Wanda, Marilyn, Annette, Jenny, Barb
Regrets: Cheryl
2. Amendments to Agenda- Wellness collaborative
3. Approval of Minutes from June 19/24 Marilyn/ Wanda CARRIED
4. Matters arising from June 19/24 minutes Jenny/Marilyn CARRIED

ONGOING:

a.) **GAMING APPLICATIONS** re: roof Community Fund Works, RDN, and approaching MLA , LIONS, Vancouver Foundation: New Horizons as possible sources of funds. In some cases we have too much money. If we have a separate fund it needs to be less than a 6 month reserve of the operating business

b.) **ROOF ESTIMATES** received by Kim from Stevo \$33,658.25 for a metal/ hybrid roof estimate was \$25,158.00 Full metal roof recommended. Ask for additional quote from Old Quarter Roofing in Nanaimo

c.) **CISTERN: HAS BEEN INSTALLED.** Recurring expenses such as water sample for 5 year water chemistry report(est. \$500) should be flagged by Cheryl. Waiver for construction permit is required and must be signed off by Island Health for major changes to the water system. We are waiting for cistern supplier to receive proper certification that their cisterns are approved for potable water use. Promised by the end of August. We are working with AQuality to complete schematic drawing and and procedures for different modes of operation for the new system.

The system is operating as before the cistern was put in and we are stable in that mode. Once Island Health signs off on Waiver we will commission the new system and set up to operate with the cistern online.

d.) **SIGNAGE:** permit received. Eric Martin suggested as the builder of a V-shaped configuration by parking lot entrance with platform for access to sign
-should include "Rollo Centre"
-Marilyn and John to follow through

CURRENT:

- a.) **Insurance** has been renewed \$5307 no earthquake coverage
- b.) Rental of Rollo furniture/equipment policy. Motion: To create policy whereby Rollo declines rental of Rollo furniture and equipment to the community. CARRIED

NEW BUSINESS:

Correspondence: Kaamran re: letter from Gertie asking for support in providing transportation for Rollo groups planning outings.

- Rollo Parking/Cultivate: Only volunteers and organizers can use the parking lot Saturdays and Sundays when no events are scheduled at the Rollo Centre. (Wanda will update the Operations manual on this issue.

Wellness Collaborative attended by Kaamran

- local as opposed to local response before RDN steps in
- how to connect local response to a good level
- follow up to initiative to use Rollo as a Warming Centre was turned down due to lack of appropriate and necessary facilities although it may still be used as a possible Cooling centre.

REPORTS:

Secretary: Review of motion passed at last meeting amended to now read: “ Children under the age of 12 accompanied by an adult can be admitted free of charge at the discretion of the activity group.”

- requested that emails be changed if necessary

Treasurer: Chequing - \$37 254.69
Savings - \$220.40
Total Assets - \$60 263.92

Communications: Annette continues to shadow Kaamran responding to requests for rentals

- keeping track of type of rentals is through rental contracts or calendar and this is regarded as a record.

Supplies/Cleaning:

- is oven temperature working?
- dripping tap in small kitchen sink
- door to fridge tightened

Maintenance:

- front door requires tightening of a screw to repair loose handle
- tool kit needs some replacement items

GENERAL DISCUSSION: Development of a Regulatory Compliance Plan

Each compliance area/authority will have a designated board member as the “Person Responsible For” (PRF) that area, who will be the person most familiar with the requirements. The PRF will review all proposed actions (initiatives, changes, requests, projects etc.) to ensure compliance requirements are satisfied and estimate any increase to board member time/effort generated by the action/proposal.

1. Water Usage and Testing (BC Government Water Licensing) JOHN
2. VIHA Kitchen (annual inspection) JOHN

3. CRA - filing, GST rebate and audit records, Charity requirements (eg.donation receipts) CHERYL
4. BC Societies - AGM filing CHERYL
5. Land Use Bylaws - Islands Trust JOHN
6. Fire Dept. Inspection JENNY annual fire extinguisher/ADE device maintenance KAAMRAN

Regulatory Compliance Action Plan

- above list of board members assigned to areas as required
- develop a transition plan/document for new board members added to Operation Manual by WANDA
- develop a method to calculate/evaluate the time commitment will be an item for next year reminder to be put on Google Calendar.

Meeting Adjourned: 11:28

Board Strategy Session to follow