



Tuesday, September 21, 2021
Board of Directors Meeting @ 6:00 p.m.

MEETING AGENDA

Meetings are open to members in good standing to observe, in-camera session is for Directors only. There is an agenda item for members to ask questions if they so choose.

Rick Leigh, Shawn MacDougall, Farooq Qadir, Courtney Hall (phone), ~~Craig Chandler~~, Jasmin MacDonald, Jim Clement, Teresa Hargreaves, Shirley Wilson (phone), Dar Zuch (phone)

MaryAnn, Danny, Adrienne, Jhona staff attending. Lindsey Frieberg resident attending.

1. Call to Order 6:04
2. Introductions
 - a. New General Manager – MaryAnn Miller
3. GM Report
 - a. Facilities – Danny
 - i. Winterization. Splash park to close Sept 30. Ice hopefully Nov depending on weather. Landscaping finished summer schedule early, good feedback.
 - ii. Building maintenance, repairs
 - iii. Planning regular maintenance and refurbishment next spring gazebo, benches, etc.
 - iv. Inverness path completed
 - v. Starting to work on Christmas lights (Nov 12)
 - vi. Chimes for the clock tower have been shipped to our contractor in BC for programming
 - b. Administration – Adrienne
 - i. 498 households unpaid fees. Very few in collections from last year.
 - ii. Preparing for the AGM, package printed by the end of the week
 - iii. Hired a few new CSRs
 - c. Day Care – Jhona
 - i. Enrollment is increasing.
 - ii. New staff hired today
 - d. Thank you to staff on behalf of the Board for keeping things running while the new GM was being hired.
4. Approval of May 2021 Meeting Minutes

MOTION Rick, Teresa

Approved

5. AGM Preparations
 - a. Need scrutineers
 - i. Shawn, Jim
 - b. Auditors



- i. Financial statements draft received
 - c. Logistics
 - i. In person meeting with 1/3 capacity
 - ii. Dar and Courtney to explore online option
- 6. Committee Reports
 - a. Executive Committee – Rick
 - i. New general manager hired
 - b. Finance & IT Committee – Farooq
 - i. Tabled
 - c. HR Committee – Rick
 - i. New general manager hired
 - d. Ops Committee – Dar
 - i. MOTION to allocate splash park winterization expense \$9600 Dar, Shirley
Unanimous except Rick against
 - ii. Ops committee is exploring financing vs. buying new trucks
 - e. Policy Committee – Courtney
 - i. Changed the policies to reflect that the GM reports to the president directly
 - ii. Ensured that staff has access to updated policies

MOTION to accept reports Rick Shawn unanimous

- 7. Board Development Program
 - a. Follow up to August 24, 2021 session.
 - b. Review, prioritize, and assign items.
 - i. Board recruitment and evaluation process
 - 1. Courtney, Jasmin, Rick
 - ii. Code of conduct/conflict of interest
 - 1. Rick
 - iii. Roles of committees and make action plans, terms of reference, expectations reporting to the Board
 - 1. Shawn, Teresa
 - iv. Process to evaluate GM
 - 1. Shawn, Shirley, Rick
- 8. Other business
 - a. National day for Truth and Reconciliation observance
- 9. Adjournment 7:35

MOTION to adjourn Rick, Jim

Unanimous

- 10. In Camera

Vacancies:

Nicoletta left (recreation) FTE, vacant communication FTE, vacant facility coordinator 6 month evaluate

MaryAnn asking to use Salopek to recruit



Board is asking for three quotes for recruiters

MOTION to proceed with the hiring of the communication, recreation coordinator, facility coordinator using Salopek

Rick, Shawn

Jim against

MOTION to adjourn Rick, Shirley 7:58s