

FBCA Board Meeting Minutes

January 26, 2022

7:00 pm via Zoom

1. Call to order 7:07 pm
2. Attendance: Alaine, Angela, Debby, Erna, Judy, Keir, Marcia, Neville, Sherry, Susannah, Suzanne, Tammy
3. Absent/Regrets - Neville
4. Approval of Consent Agenda - Alaine. Carried.
5. Approval of Agenda, as amended to add under New Business - Tammy. Carried.
 - Summary of Special General Meeting, Jan 19/23 - discussion
 - Treasurer update
 - Set date for “Meet Your Neighbour”
 - Message from Lighthouse Country recreation coordinator

Business

1. Email issues and email protocols
 - Call DotEasy (our provider) if you still have issues
 - **Action: Keir will send out a series of questions to help determine the issues and compile them**
 - **Action: Sherry will call DotEasy to test their service desk**
 - **Action: Susannah will update phone list with preferred email, as a temporary measure**
 - Email protocol reminders - reply sender when possible; quick response to acknowledge receipt; send documents in a separate email rather than as a reply so that documents can be downloaded
2. Timesheets - Sherry
 - Missing hours from some directors; **Action: send hours to Sherry so that she can end off 2022**
3. Policy and Procedures [see “Meeting Materials”]
 - Waivers Procedure - change policy to read “annually”. Waivers are in the online manual and in the file cabinet in the furnace room.

Moved Erna: To adopt the procedures for the new waiver forms as outlined in the Meeting Materials. Carried

1. *Facilitators will ensure all participants have signed a waiver prior to joining the program, activity, or event.*

2. *Signed waiver forms will be stored in the file cabinet in the FBCA Hall furnace room for 2 years, after which they will be destroyed.*

Action: Erna **therefore recommends** that the small task force which is looking to re-define those phrases also be tasked with reviewing ALL the p&ps which make reference to either group, and recommend to the Board all necessary amendments in one package. Volunteers: Neville, Suzanne, Keir, Angela, Erna

- Critical Incident Report
 - Clarify “actions taken section” - both actions at the time and later
 - Add: “Use additional pages if needed”; pose specific questions (e.g. who, when, etc.)
 - **Action: Angela offered to help Erna revise the document**
- 4. Call for Nomination Committee (2 Directors) to establish criteria for evaluation of potential Directors - Suzanne, Alaine
- 5. Recruitment Ideas and Discussion
 - Wendy and Nina to look after the message board at the Hall
 - Suzanne, Sherry, Marcia, Erna, Debby stepping down
 - Idea of creating incentives for Directors
 - Can we ask volunteers to sign Codes of Conduct and have Criminal Record Checks done?
 - Standing item on future agendas

New Business

1. Summary of Special General Meeting, Jan 19/23
 - List or chart of tangible volunteer tasks - **Action: Alaine will connect with Jackie Ainsworth who has volunteered**
 - **Action: Alaine will connect with Louise Bradshaw about being a “Welcome” person**
 - Example of Bowhorn Bay emails requesting volunteers - Kathryn is able to send mass emails for FBCA
 - **Future discussion: how/who will coordinate some of these ideas with volunteers**
2. Treasurer update
 - Tanya Ackinclose has agreed to be our new Treasurer; will be available by Zoom. Aiming for a February transition for signing authorities, physical files, meetings with bookkeeper. **Board agrees to appoint Tanya Ackinclose as a Director, effective January 26, 2023.**
3. Celebrate Your Community set for March 19, 2023. Suggestion from the Special General Meeting to have more community events. Clean up Day Saturday April 15
4. Lighthouse Country recreation coordinator contacted Alaine to add concert posters and complement both communities by promoting each other’s events. **Action: Angela volunteered to be the contact.**

Meeting Evaluation

- None tonight

Next Meeting: February 23, 2023 Zoom

Adjournment: 9:09 pm

Items postponed to February:

Washroom Heaters

In-Process List

FBCA “Program” vs. “Sponsored”

Draft Policy for Cash Deposits - postponed until treasurer is in place

Standing Items:

Recruitment Ideas

Collecting Director Knowledge