

FBCA Board Meeting Minutes

March 23, 2023

7:00 pm via Zoom

1. Call to order 7:04 pm
2. Attendance: ~~Alaine~~, Angela, Debby, Erna, Judy, ~~Keir~~, Marcia, Neville, Sherry, Susannah, Suzanne, Tammy, Tanya
3. Absent/Regrets - Alaine, Keir
4. Approval of Consent Agenda
 - Moved Suzanne to approve Consent Agenda. Carried
5. Approval of Agenda, with additions: Moved Tammy to adopt agenda with additions. Carried.
 - Position Descriptions
 - Inside Display

Business

1. "Items in Process" List
 - List will be updated during each Board Meeting and distributed as part of the meeting Minutes
2. Warming Centre - update from Tammy
 - Tammy met with Kerry from CVRD on March 21/23
 - Next step: Further Zoom meeting with those who organized the Hornby and Denman Island warming centre; Tammy will advise of next meeting so others may join
3. Disclaimer for Welcome Package
 - If Disclaimer needs to be changed, it must be discussed at a Board Meeting then must advise the Welcome Committee to update their documentation
4. Cleanup Day April 15
 - 9:00 am to 12:00 pm
 - Fanny Bay Seniors providing hot dog lunch for those who work that day

New Business

1. Position Descriptions

- Action: Look at own position description in Board Manual and advise Erna of updates or changes
- Look at Board Manual Appendix 28 to see when items are reviewed

2. Inside Display Board in Hall

- Action: Erna to create a sign “This Bulletin Board is for FBCA Events only” to be placed on inside notice board
- Outside Display Board - further discussion needed

Meeting Evaluation

- Nice to see faces
- On time
- Everyone read Consent Agenda

Next Meeting: April 27, 2023

- approve budget for AGM
- discuss social event for after AGM
- Suggestion of a letter from the President to all members inviting them to AGM; attach article about volunteers

Adjournment: 8:19 pm

Item #	Assigned to	Action/Project	Start Date	Status
1.	TMG	Terms of contract renewed with CanWest Mechanical (should be clarified, including amount, so that future Boards have a starting point for future negotiations)	June 2022	N/A
2.	KG & NH Board	Hall handyman: Need to decide whether paid or volunteer or both, then how to find	June 2022	
3.	Tammy	Fat Oyster Reading Group: need to connect re new Sponsorship Agreement; if they intend to proceed		complete
4.	Keir	Contracts re Grounds & Parking Lot maintenance		
5.	Keir	Work Order form and process		
6.	Erna, Angela	Review/Revision of waivers for adults and children		complete
7.	Tanya	Set specific budget for Concerts to allow for annual trip to Pacific Contact Conference and upgrade or add to equipment		
8.	TMG & JS	Clarification regarding insurance requirements/process for rentals of Hall –		Fwd to 2023
9.		Web and Email Issues		Fwd to 2023
10.	Keir	Volunteer Appreciation event or recognition; update description of event in grants		Fwd to 2023
11.	ES & all	Develop Special Resolution for 2023 AGM re raising fees to \$30 for families and \$15 for individuals.		complete
12.	ES & all	Develop Special Resolution to amend Bylaws for 2023 AGM re amendment to 2nd FBCA Purpose		complete
13.	ES & all	Develop Special Resolution to amend Bylaws for 2023 AGM for transparency to members, donors, and Board, the paid position of Bookkeeper will be put to tender every ??? years		
14.		Decide whether to continue using Windows Office Suite? If so , how to get more copies of such to Directors who do not yet use it. Determine if all directors even have compatible computers.	2021	Fwd to 2023
15.	Governance	Correspondence received via paper mail: process update	2022	
16.		Someone or group needs to review Appendix 24 Current FBCA Program Information Form. Once complete, form needs to be distributed to all FBCA programs.	2022	Complete

17.	Keir	Clarification re who and process for communication with Cleaner and other contracted services; check B&G Description	2022	
18.	Debby, Tanya	Money raised by summer raffle. Funds were specified for a new commercial cooler. Should small committee be formed to determine best fit, and purchase?	2022	
19.	Erna, Kathryn	Hall website updates: clarification re who responsible to update which pages	2022	Complete
20.	Tanya	new Cash/Cheque Source Document – finalize then add as an Appendix in the Board Manual	2022	Ongoing
21.	TMG	Landowner Transparency Registration	2022	
22.	ES & all	Continue to update all position descriptions		
23.	KG	Lock on Furnace Room door implementation		Complete
24.	DMcR	Results of request for volunteers to take on bottle collection to raise funds		Complete
25.		Outdoor Garbage cans under control?		complete
26.	Keir, Debby	Port-a-Potty—who responsible to ensure GFL upholding scheduled clean outs		
27.	Keir, Neville	How to use AED in Hall—sessions to be organized		
28.	Erna, Tammy, Angela	Develop Critical Incident Report form and process		
29.	TMG	Develop/print cards with info re how to e-transfer funds to Treasurer		
30.		Develop Volunteer handbook/sheet		
31.	Gov & Board	Determine if/what admin tasks could/should be taken on by Directors	August 2022	
32.	Keir	Look at washroom heaters and speak with Dieter accordingly	November 2022	
33.	Suzanne, Debby, Susannah	Monitor In Process List	November 2022	complete
34.	Neville, Keir, Angela, Suzanne, Erna	Subcommittee to work on clarification re: FBCA program vs FBCA-sponsored event/activity vs private	November 2022	complete
35.	Governance	Investigate possibility of changing bylaws to allow for non-residents to be Treasurer.	November 2022	complete

Items in Process 2023

Item #	Assigned to	Action/Project	Start Date	Status
1.	Keir	Send series of questions to determine email issues and compile	Jan 2023	
2.	Sherry	Call DotEasy to test service desk	Jan 2023	complete
3.	Susannah	Update phone list with preferred email	Jan 2023	complete
4.	All Directors	Send Volunteer Hours to Sherry to complete 2022	Jan 2023	
5.	Erna, Angela, Neville, Suzanne, Keir	Review ALL the p&ps which make reference to either group (sponsored/program etc.), and recommend to the Board all necessary amendments in one package	Jan 2023	Complete
6.	Alaine	List or chart of tangible volunteer tasks	Jan 2023	
7.	Alaine	Connect with volunteer for Welcome program	Jan 2023	complete
8.	Neville	Investigate extra insurance requirements and report back to the Board at the March meeting	Feb 2023	complete
9.	Erna	Send out revised version of changes to policy wording (program, event etc.) from Feb meeting	Feb 2023	complete
10.	Alaine	Draft an article for vacant roles and tasks for the next Flyer	Feb 2023	complete
11.	Tammy	Investigate Warming Centre and bring back more information to the March Board meeting	Feb 2023	
12.	Erna, Debby, Suzanne, Susannah	update In Process list before March Board Meeting	Feb 2023	complete
13.	Tanya + others	Investigate bookkeeping software; review Microsoft Office Suite users	2021; 2023	
14.	Debby	Volunteer for Inventory (books, shirts etc.) control	2023	complete
15.	All Directors	Look at own position description in Board Manual and advise Erna of updates or changes		
16.	Keir	Volunteer Appreciation event or recognition; update description of event in grants		
17.	Erna	Inside Bulletin Board - Erna to create a sign "This Bulletin Board is for FBCA Events only" to be placed on inside notice board	March 2023	
18.	Board	Outside Bulletin Board – further discussion of what goes on it	March 2023	