



# Board of Directors Meeting Minutes

November 12, 2019

**Board Members Attending:** Kate, Eleanor, Wayne, Fran, Robinl, Diana, Bev,

**Board Member and Staff Regrets:** Marilyn, Joni, Lorna, Ashley

**Guests and Staff:** Carol, Sue, Laura, Kevin, Jill (Office of the Privacy Commission), Christopher (Office of the Privacy Commission)

Called to order at 10:01am

## 1. Privacy Act Board Training Session

The office of the OCIP was established in 1993 to help organizations better manage personal information

Looks at accountability, identifying the purpose of collecting the information, consent, etc.

PIPA relies on consent and the over arching principle of reasonableness

Accountability: This is meant to protect service providers. All organizations need to show that they have a privacy policy and practices including a complaint process. This is written like a business plan.

Must have consent to collect personal information. Personal information is anything that can identify an individual.

When checking references organizations are not allowed to use personal contacts (a person mutually known to the organization and the person applying to the organization), may only use the list of names and contact information provided by the applicant.

Social media checks – there is a reference guide online that can assist organizations when doing online checks on individuals. This is important to review as wrong assumptions can be made by reviewing someone’s social media accounts.

Confidentiality Agreements – Need to be done on an annual basis. CSVAC has both the confidentiality and conflict of interest agreements completed by all staff, board, and receptionists annually following the AGM.

To understand privacy rights there are online videos/webinars available through the OIPC website.

Privacy Management Program – all organizations should have a management program. This is like a business plan for personal information. Within this plan a Privacy Officer needs to be determined. CSVAC does not currently have this document in place. It was agreed that one will be created at the beginning of 2020. This plan must include service providers and contractors as these folks can have

access to a lot of personal information about clientele. These plans are living documents and need to be reviewed and updated regularly. There are examples of these documents online at [www.oipc.bc.ca](http://www.oipc.bc.ca).

If there is an issue the process is complaint driven.

Another area that could be improved includes the daily attendance for all activities. Phone numbers are requested by not mandatory. An additional line will be added to the 2020 attendance sheets stating why people's phone numbers are being asked for on this document.

2. Additions to the Agenda

None

3. Minutes

Motion: To approve the October 2019 minutes

Motion Made by: Diana

Seconded by: Bev

Approved by all

4. Finance and Staffing Report

For the year we are showing a profit of approximately \$29,000. Will give us a good start for 2020. There will be some significant spending from the Gaming Grant over the next few weeks.

Sue joined our team a few weeks ago. She is working out well in our team and everyone is happy to have her at CSVAC.

Motion: To accept the finance and staffing report as presented

Motion Made by: Wayne

Seconded by: Fran

Approved by all

Wayne presented a potential budget for 2020. Although the staff wages section could change a bit all were satisfied with the discussion about the 2020 budget.

Motion: To approve the 2020 budget with the understanding that wages may be increased a bit pending further discussion.

Motion made by: Wayne

Seconded by: Fran

Approved by all

5. Executive Director's Report

Carol presented a summary of her written report. Membership is currently at nearly 350. This is a significant increase over the same time as last year when we have approximately 320 members. This is due to the membership drive and ensuring that people's memberships are up to date.

The CSVBA is working hard to have another successful truck parade/light up evening. Santa will be in the village as well as many other fun things happening at businesses. CSVAC will be giving away hot chocolate. Carol has invited Councillor Geoff Young to join us this year as he is the area liaison.

Gaming Grant spending was discussed as well as wish list items. All seemed satisfied with the direction of spending.

Carol and Kate have been officially approved to be part of the Senior's Task Force. They will have two meetings with this group before the end of the year.

Staff holidays were presented. Carol and Ashley's holidays are approved by the board and the rest of the staff holiday requests are approved by senior management. At this time Ashley has not submitted her holiday requests.

Motion: To approve Carol's holidays for 2020 as presented

Motion made by: Wayne

Seconded by: Kate

Approved by all

6. Kitchen Committee Report

This committee has enjoyed two very successful meetings since September. Most of the items discussed at the first meeting have been completed or are in progress. It is hoped that most of the items that were discussed will be completed by the end of the year.

The area of continued struggle are the hot lunches. If there is no significant improvement in the number of people attending these by the end of the year this program will be discontinued at the end of the year in favour of the Tuesday Hot Sandwich and Soup special, which is already proving popular.

7. Emergency Preparedness Committee

Monthly inspections continue. A copy of the Be Ready magazine was given to all board members and there are copies for the general public to pick up in the lounge.

8. Program Manager's Report

Ashley was not at the meeting today. Carol reviewed Ashley's report with the board. Because Ashley was unable to attend the board meeting the majority of her report will be deferred for discussion until the December meeting.

Ashley provided information about the profit sharing ratio of wellness service providers in her report. In order to ensure that all service providers are given enough notice of cost sharing changes it was agreed to review this part of her report and to let clients know of any potential increase to service prices. New prices will take effect in January 2020.

Motion: To change the cost sharing between the activity centre and the wellness service providers from 90% to the wellness service providers and 10% to the centre (\$5 per client to the centre) to 80% to the wellness service providers and 20% to the centre (\$10 per client to the centre).

Motion made by: Bev

Seconded by: Wayne

Approved by all

#### 9. Decorating and Events Committee Report

The committee will bring all of the holiday decorations out of storage and sort them on Wednesday to prepare for decorating day on Friday. Anyone who has not signed up to help with decorating day is encouraged to do so either online or with Laura.

#### 10. Multicultural Committee

No report.

#### 11. Landscape Committee

Most of the new plants have been placed in the front garden. The committee was given a budget of \$625 to complete all of the work at the front. They currently have about \$187 left in their budget for mulch, delivery, bulbs, and removal of the garden debris. Given this list the committee is asking for an additional \$150 to complete their work at the front garden as well as do some clean up along the side parking lot.

Motion: To approve the garden committee for up to \$200 to complete their work

Motion made by: Wayne

Seconded by: Kate

approved by all

#### 12. Membership and Marketing Committee

Tent leg replacement research is in progress. Laura has been asked for the size of the tent that needs to be replaced. Kate is also researching discs for the tent legs to help hold the tent in place when out – these discs are weighted.

Motion: To approve all of the committee and Executive Director's reports as presented

Motion Made by: Bev

Seconded by: Diana

Approved by all

13. Terms of Reference

The work on the terms of reference for each committee is nearly done. They will be sent out for review this month. Final discussion and hopefully approval at the December.

14. Strategic Plan

The Executive Committee and Carol will start the strategic plan review in December. It is hoped that the review will be ready for the board's review for the January and February meeting.

15. Board Holiday Celebration

The board has agreed to have a social for the second half of the December board meeting. All board members will contribute to the cost of the meal.

Approved Minutes certified by:

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Eleanor Ward, President

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Diana Kozinuk, Secretary