



Board of Directors Meeting Minutes

August 25, 2020

Board Members Attending Fran Rapaport, Bev Ruhl, Robin Hall, Diana Kozinuk, Kate Day, Lucille Proulx, Gary Anderon, Marilyn Schick, Joni Hockert, Lorna Lewis,

Regrets: : Eleanor Ward,

Guests and Staff: Carol Turnbull

Called to order at 10:04am

1. Minutes

Motion: To approve the July 28, 2020 minutes

Motion Made by: Fran

Seconded by: Robin

Approved by all

2. Finance and Staffing Report

Tina has successfully applied for two COVID-19 payments from the federal government for staff wages. This grant program has been extended to the end of the year. There is currently an approximate difference of \$12,500 in revenues from last year and a difference of approximately \$16,000 in expenses as compared to 2019. Careful spending will be necessary as we move forward to ensure financial viability for the next two years as currently we are doing well but this is due to wages being covered through the federal program.

Over the next two years we expect that grants will become even more difficult to obtain as there are many more demands for the same amount of funding streams. Carol will continue to apply for grants as appropriate.

Carol will be applying for the Community Gaming Grant within the next week as the application is nearly complete. She will be applying for the same amount as we received this year.

Motion: To accept the finance and staffing report as presented

Motion Made by: Diana

Seconded by: Robin

Approved by all

3. Executive Director's Report

Memberships are lower than we have seen in several years and this is due to COVID. Over the next several months a large effort will be made to increase membership and rental revenue.

Carol received a letter from the City stating that work will be done on Cook Street for the next six months. This work will have a minor impact on the centre and flag people will be available to help people safely navigate in and out of the driveway.

This fall we are expected to have an election. Carol was approached and asked if the centre can be used as a polling station. Carol has agreed that the centre can be used for this purpose as social distancing can be maintained, one way traffic observed, as well as our COVID protocols adhered to.

4. Kitchen Committee Report

The committee will be meeting directly following the board meeting. This discussion will focus primarily on the Grab and Go Meal Program, which had a good start last week.

5. Emergency Preparedness Committee

The COVID-19 plan was reviewed and brought forward to the Board for final discussion. Robin has agreed to sew masks that can be used as a fundraiser for the centre.

A few minor changes to the plan that were discussed and approved are as follows:

- a. Everyone will be encouraged to use hand sanitizer when coming to the building
- b. Masks are now required in public areas such as hallways and washrooms
- c. If people are comfortable they can wear their masks in their activities although this is not mandatory at this time

6. Program Manager's Report

Ashley reported that activities are continuing to return post COVID and the centre is now running approximately 90% of the activities that were here before closing in March. The numbers are much fewer due to restrictions but there is hope for increases as restrictions lift further.

There has been a significant increase in the demand for wellness services. Massage Therapy and Foot Care have both increased their availability.

Ashley included a farewell message that has been used in the September Happenings newsletter. This message shows her gratitude for her time here and shows how much she enjoyed working with the staff, volunteers, members, and guests.

Sue shows in her portion of the report that the volunteers have been slow to return but some are starting to make their way back in positions such as reception. There are other volunteers who are looking forward to returning in September.

Sue has completed the majority of the work on the Fall Program Guide before leaving on holiday. She has done a good job ensuring everything is well organized and easy to follow in the updated guide layout. This new layout will look good in print and on our website.

7. Decorating and Events Committee Report

This committee will be meeting in the coming weeks as the new chair is away on holiday.

8. Multicultural Committee

No report

9. Landscape Committee

There are currently five active volunteer gardeners who have been doing a great job on the garden. The updated look is clean and much lower profile for safety reasons as well as to give as much natural light to the centre as possible. Some of the plants that were in the garden will be for sale on Friday at the same time as the City plant distribution day.

The issues with the sprinklers continue, however, Robin is working with strata, through Carol, to get things working better. This has been a large undertaking but the results will be worth it as the plants will get the water they need.

10. Membership and Marketing Committee

The Program Guide and Fall Happenings will be available for pick up by the end of the week. These documents will also be placed on our website. Posters are in the process of being completed for fall programming for both in the centre and for poster distribution in the village.

11. Cook Street Village Business Association

Continues to meet on Zoom and the next meeting is at the beginning of September.

12. Seniors Task Force

Will resume meeting in September.

13. Fairfield Gonzales Neighbourhood Association

No report

Motion: To approve all of the staff and committee reports as presented

Motion made by: Joni

Seconded by: Lorna

approved by all

Adjourned 10:50am

Approved Minutes certified by:

Eleanor Ward, President

Kate Day, Secretary