



Board of Directors Meeting Minutes

November 24, 2020

Board Members Attending Fran Rapaport, Bev Ruhl, Diana Kozinuk, Joni Hockert, Eleanor Ward, Marilyn Schick, Robin Hall,

Regrets: Kate Day, Lucille Proulx, Lorna Lewis,

Guests and Staff: Carol Turnbull, Jordan Glowicki

Called to order at 10:06am

1. Additions to the Agenda

None

2. Minutes

Motion: To approve the October 27, 2020 minutes

Motion Made by: Fran

Seconded by: Joni

Approved by all

3. Finance and Staffing Report

Our finances are ok given the year we have been experiencing with COVID. Some of the expenses and revenues are lower than last year as well other categories have been significantly higher. Tina continues to apply for the wage subsidy for all staff. This has been a tremendous help as we have navigated this unusual year.

Our Social Work practicum students are just about at the end of their work term with us. As always the time has gone very fast. Typically, at the end of a practicum experience the board gives an honorarium to the students.

Motion: To give Alexis and Sophia an honorarium totally \$500 at the end of their work term

Motion made by: Marilyn

Seconded by: Fran

Approved by all

Motion: To approve the financial report as presented

Motion Made by: Diana

Seconded by: Bev

Approved by all

4. Executive Director's Report

The effects of COVID have been challenging to work with in the last month. Carol reports that all staff have been yelled at, experienced people not being compliant, and highly disrespectful of staff. The recent mask requirement issued by the Provincial Health Officer has significantly decreased the unwanted behaviour as well as speaking with the individuals and groups that have been problematic.

Due to the pandemic the staff meal will be postponed from Friday, December 4 to another week when it is safe for the staff to have a social gathering at the centre.

Each November Carol submits the next year's holiday requests for herself and Jordan. All other staff holidays are approved by the Executive Director and the Program Manager. The dates of Carol and Jordan's holidays are listed in Carol's written report.

Motion: To approve Carol and Jordan's holidays as presented

Motion made by: Diana

Seconded by: Marilyn

Approved by all

The woman that created our database is starting a foundation. She is willing to do an exchange with the centre for the next year. The centre would provide her with a tax receipt for the value of the labour up to two hours a month, which is \$1440 plus GST. If there is any large work to be done with the database then a quote will be given for the work.

5. Kitchen Committee Report

Due to COVID there is no seating, temporarily, in the café. Most people are able to enjoy their food and drinks in their activities at safe social distances. The café will remain open for as long as possible until the holiday closure period and will hopefully reopen on schedule in January.

Grab and Go continues to occur regularly. There is a desire for a volunteer or a volunteer team to take over the coordination and shopping roles from staff. This is an important program and one that will likely take on greater importance in the coming weeks if a greater closure of the centre occurs. Should a greater closure occur the staff will do all they can to keep café services, Grab and Go, and the food distribution program operational. They have a plan for this work and feel that it is possible.

Robin and Lucille did a great job on the mural. It was completed in the middle of November. This will make a great addition to the foyer and advertisement for the kitchen.

6. Emergency Preparedness Committee

Bev and Carol met to ensure that the COVID plan reflected the current requirements. Due to the quickly changing situation with COVID the entire committee was not consulted this time. COVID protocols are being followed by most centre users.

Should the centre be closed there will be online options for folks to participate in such as fitness classes, discussion groups, and coffee with staff. Staff, under Jordan's guidance, have created an at home booklet for people to use in the case of a centre closure. This booklet will be available online and in the boulevard signboard for pick up.

7. Program Manager's Report

There has been a wide array of programming that has run successfully during the last month such as the Lockdown Murder Mystery (\$20 profit), Trick or Treat in Cook Street, Remembrance Day, Decorating Day, Wellness event, Indigenous Art, Knowledge Nibbles, yoga, Pens and Friends, and Guitar. Story + Art = Design (Indigenous art) has been so popular that it will be returning in the new year.

Unfortunately, some events such as Friends and Connections had to be cancelled due to low registration and COVID. These are great ideas and will be tried again in the future when the pandemic is more under control.

Staff are waiting to hear the date for the flu clinic, now predicted to be the middle to end of December. The annual Holiday Lunch may be cancelled due to the latest restrictions. Staff will wait a few more days before making a decision to move forward with this event or have this seasonal celebration move to solely a Grab and Go event. The same is unclear for the winter volunteer recognition.

Jordan has met with approximately 7 potential volunteers in the last month and of the four people she has interviewed 3 have been placed. She is waiting to find out a bit more information about the others before finding them the perfect role for them on a mutually agreed upon shift.

8. Decorating and Events Committee Report

Shirley, committee chair, did a wonderful job of getting Decorating Day organized and running smoothly despite the pandemic.

The new menorah has arrived and will be lit on the first day of Hanukkah (December 10). There have been many positive comments on this new addition to the centre's holiday decorations.

9. Multicultural Committee

Members of the committee, along with staff and the students, participated in the Indigenous Cultural Competencies zoominar in November. This presentation was well received by all who participated and learned what each organization could do to better welcome Indigenous people and know more about the issues they face. There were 35 organizations that participated in this Community Partnership Network (CPN) zoominar that ranged from Victoria Police Department, non-profit organizations, and businesses that want to be more inclusive.

10. Landscape Committee

Robin has been doing a lot of work with the chair of the committee, Nadine, to improve the look of the garden through more native plants. They are looking for plants that need low watering and maintenance. They are hoping that there may be an opportunity for the city to help out with, through donation of the plants, as this is an area of great interest for them. The Landscape committee would like to include some cedar rails to the garden to make it look better and to add safety for those working in this space.

11. Membership and Marketing Committee

No report

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

Motion made by: Diana

Seconded by: Bev

approved by all

12. Unit 2 Update

Carol is still waiting for news from the City about the acquisition of unit 2. As soon as she is able to share news about the space she will provide this to the Board, staff, members, and centre users.

13. Strategic Plan: Goal 2 Review

This goal focuses on marketing the centre. The weekly newsletter has had a 15% increase in readership (166 more people) during the last year. The average readership rate is 54%, which is far above the industry average of 17-24%. Regular reports are given by the Marketing Assistant to the committee. Pre-COVID monthly posters were provided to most businesses in the village and in the condo that we are apart of, however, since COVID this has not been happening as regularly. Also pre-COVID we were regularly advertising in Black Press and several other print publications. Since COVID this has not been happening but it is desired that this will resume in January when programming is more stable.

Motion: To approve the Goal 2 review as presents

Motion made by: Fran

Seconded by: Robin

Approved by all

14. Board Education

The board has asked for training to broaden their knowledge so they can work in the best ways possible for the centre and to meet our strategic plan. Corey, a Victoria Health C-op member, has offered to give a presentation to staff and board members from an LGBTQ2S perspective. This will be an hour presentation at a cost of \$80. This knowledge sharing was very well received when a presentation was given to members a month or so ago.

Motion: To approve the January training with Corey for \$80

Motion made by: Bev

Seconded by: Marilyn

Approved by all

15. Board Holiday Social

Due to the pandemic it has been decided that this year's social will be postponed until the new year. As always this social is financed by the board members and not the centre. The board will continue with their short end of year meeting in December.

16. Cook Street Village Business Association

CSVBA will be hosting a Mustard Seed Food Drop-Off day. The centre will be participating on Saturday, December 5 by having our bin outside, under the small tent. This will hopefully help out this organization as they were going to lose one of their biggest food drives for the year as the Lighted Truck Parade has been cancelled.

17. Seniors Task Force

Work has been completed and will go to council in December.

18. Fairfield Gonzales Neighbourhood Association

No report

Adjourned 11:18am

Approved Minutes certified by:

Eleanor Ward, President

Kate Day, Secretary