



# Board of Directors Meeting Minutes

September 22, 2020

**Board Members Attending** Fran Rapaport, Bev Ruhl, Diana Kozinuk, Kate Day, Lucille Proulx, Gary Anderon, Joni Hockert,

**Regrets:** : Eleanor Ward, Marilyn Schick, Lorna Lewis, Robin Hall,

**Guests and Staff:** Carol Turnbull

Called to order at 10:10am

## 1. Minutes

Motion: To approve the August 25,2020 minutes

Motion Made by: Diana

Seconded by: Kate

Approved by all

## 2. Finance and Staffing Report

Tina has successfully applied for two COVID-19 payments from the federal government for staff wages. She will continue to apply for this grant money. Overall the centre is doing well but continued careful spending will be required to continue in this way so that we can successfully navigate through COVID.

There is an increase in the office supplies orders as compared to this year. Carol and Diana are investigating the reason for the increase and will report their findings.

Our new Program Manager began her role at the beginning of September and she is doing very well so far. She is fitting into the team and bringing a delightful energy to the centre.

Motion: To approve the finance and staff report as presented

Motion Made by: Fran

Seconded by: Joni

Approved by all

## 3. Executive Director's Report

Carol was pleased to announce that the number of active members are growing. This is positive news as we move into the cooler months.

Rentals are returning and Carol has received several enquiries that will likely become good renters for both single and long term use. The election was called for the end of October and the centre will once again be used as a polling station. There will be greater controls in place to keep as many

people as safe as possible throughout the advanced and regular polls (Sunday, October 18 to Wednesday, October 21 and the Saturday, October 24).

4. Kitchen Committee Report

Grab and Go meals are popular and the last two weeks saw 17 people each week getting meals. There is a desire from the committee to have a list of pre-prepared freezer meals posted with prices so folks know what is available when Gerry starts to make his stews. There is also a desire to have more freshly baked items in the display cabinet.

5. Emergency Preparedness Committee

Due to COVID Carol has been completing the building checks each month on her own to limit the amount of close contact activities. New adult and pediatric pads are needed for the AED at a cost of \$340.71.

Motion: For Carol to purchase replacement pads for the AED

Motion Made by: Bev

Seconded by: Diana

Approved by all

6. Program Manager's Report

Several small first time events are planned for September such as Fairfield Artist Tour location, Bike to Work Week, Orange Shirt Day documentary. The traditional Welcome Back had to be cancelled due to low numbers but all are very hopeful that Thanksgiving will be a success. It is believed that Welcome Back was not successful this year as people are still returning to the centre this fall for the first time since COVID.

October will be a busy month for events including: International Day of Older Persons, Thanksgiving, Paws on Cook community scavenger hunt, flu clinics and Halloween. Monthly lunch and learn style events will begin in October, which are being called Knowledge Nibblers. These will include a speaker or documentary about a social issue, topic of interest, etc.

Wellness services are popular and continuing to build. At this time the blood pressure nurse has not returned, however, there is a desire for this service. Jordan has reached out to the School of Nursing at Camosun College to see if there is an opportunity for a student to help restart this wellness opportunity. We have a good blood pressure monitor and record cards on site.

7. Decorating and Events Committee Report

This committee will be meeting in the coming weeks as the new chair is away on holiday. The first significant event that this committee will decorate for is Thanksgiving.

8. Multicultural Committee

No report

9. Landscape Committee

No report

10. Membership and Marketing Committee

The Membership and Marketing Committee has been working on a number of initiatives that are in the discussion stage. When a more fully developed plan has been made it will be brought forward to the Board of Directors.

11. Strategic Plan: Goal 1 Review

Tabled due to lack of time. This item will be discussed at the October 2020 board meeting.

12. Cook Street Village Business Association

Paws On Cook is hosting a community scavenger hunter over the Thanksgiving weekend to celebrate their move to the new store in the development by Rexall. We are providing a set of kitchen tools, cloth, and pass for a team of 6 for a total value of \$180.

13. Seniors Task Force

The task for attempted to meet on September 8 but this was very difficult due to technical difficulties. On Tuesday, September 15 the CSVAC Zoom account was used to host this meeting and it was a much more successful call where one of the final priorities was discussed. The final three priorities will be discussed during the next few meetings.

14. Fairfield Gonzales Neighbourhood Association

No report

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

Motion made by: Joni

Seconded by: Fran

approved by all

Adjourned 11:38am

Approved Minutes certified by:

---

Eleanor Ward, President

---

Kate Day, Secretary