

Centre Wakefield LaPêche

ORDRE DU JOUR / AGENDA Conseil d'administration

Wednesday, August 23, 2023 @8:00-9:30 am CWLP – Community Centre – GSH and Google Meets

Invited:

Board:

Carly Woods (Secretary)
Chris. Harris (Co-Treasurer)
Vicki Carlan (Chair and Co-Treasurer)

Guest:

Peter Hale (MinG Governance Circle Chair)

Absent

Judi Webb
Ellie Wilkenson

Item	Documents Provided	Documents, Resolutions and Action Items
Arrival and welcome		The following roles were identified: <ul style="list-style-type: none">- Identification of Chair: Vicki- Minute taker: Carly- Timer: Carly
Approval of Minutes of Previous Board Meetings and recognition of previous e-votes	Minutes: March, April May, July Record of e-votes 2022-23 and to August 2023	<u>For Review and Approval:</u> Minutes March 7, March 30, April 27 th , May 26 and July 5 (deferred to September Board meeting when all directors are back from summer holidays) Action: Approval of all past minutes in September 2023.
Approval of the agenda		Motion to approve August 23 Agenda duly made by Carly, seconded by Pam and unanimously carried
Declaration of conflicts of interest for this agenda		Conflicts of Interest identified: None.
Action Items from Previous Meeting		<u>Outstanding Action Items:</u> None.
Operations Progress Report	Event Master File Q3	<u>Q3 Forecast:</u> Vicki provide Q3 projections noting that the centre would meet its overhead costs for this period based on projected revenues on events and programs. There are

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		<p>many new programs including workshops and PD day events. Staff aim to hold one CWLP-led event a month and work with community partners to share revenues when appropriate.</p> <p><u>Overview</u></p> <ul style="list-style-type: none"> - Summer staff (Mady Bott, Robby Passmore Waugh– continuation part-time using Covid Recovery Fund - Members Renewal project (delayed) - Resolutions Database (target completion date – August 30th) - Maintenance issues: the GSH floor has been a concern all August. Input from Stephen Powers and Chris Harris have led to a possible short-term solution. The buckling of the floor is an urgent concern as the humidity of the GSH fluctuates resulting in the unsafe “bulges” near exits. - Two student volunteers helped staff clean up the basement as well as clean chairs for the fall event season. - There has been flooding in both men’s and women’s restrooms. One urinal is not longer available and two toilets in the women’s restroom needed to be closed. Lindsay is following up with a plumber to resolve this issue. - Locks are being replaced at a cost of \$1700 plus tax. Keys to rooms are not being returned. Staff are recommending going to key pad option. Smart technologies are also being explored. This will be a follow up item for the next Board.
<p>Financail Report and Review Financial Statements</p>		<p>The financial statements for 2022-23 are not yet ready for board review. There is a risk that they may not be ready for the AGM as the accounting firm partner and senior accountant are on holiday for the month of August. Acting GM and staff have recognized a serious information management issues and the absence of signed documents in the shared drive. This is an issue of high importance for the next Board and GM. Vicki noted that the Post Covid Recovery Fund project will be dedicated some time revamping some of the Centre’s administrative processes including financial administration and financial controls.</p> <p>There was some discussion about changing accounting firms - one that had cooperative experience, prepare financial statements in both official languages, and can file our paperwork in Quebec and with the federal government.</p> <p>Action: Vicki will approach CDROL for their recommendations.</p> <p>No financial statements were presented due to bookkeeper on holiday.</p> <p>Actoin: Vicki to present July and August statements at the September Board meeting.</p>
<p>MiNG recommendation on changes to by-laws</p>	<p>Updated Bylaws forwarded August 21st email</p>	<p><u>Presentation, Discussin and Decision</u></p> <p>Peter Hale to introduce by-law review process and the process undertaken to complete the review tasks. Members of the Governace Circle who worked on this over the summer included: Karen Bayes, Ellie Wilkenson, Phil Cohen, Ned Ellis, and Peter Hale (Chair).</p> <p>The Board would like to acknowledge the excellent work of the Governance Circle and their dedication to keeping us up-to-date and compliant with the Quebec government’s Cooperatives Act.</p>

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		<p>Proposed Decision: Approval of the bylaws deferred to September when a full Board is present. Recommended changes to include:</p> <ul style="list-style-type: none"> - Clarity of definition of auxiliary members - Number of Board members to be 11 (eleven) - Next Board to review the terms of reference for support members – MLP and founding partner representatives – at a future date ideally next year. - Next board to consider adding the past-president as an executive member for a period of 1 year to support effective transition and support the next President in particular. - Next board to consider changing the year-end to May 31 or June 30th to be aligned with program and event “seasons” and to acknowledge that it is challenging to prepare for an AGM in the summer months.
<p>Long Term Sustainability – deferred to next Board meeting</p>	<p>Reserve Funds Policy (draft) emailed</p>	<p><u>Report from the CWLP Transfer of Ownership Committee</u> Deferred to next Board meeting</p> <p><u>Discussion and approval of draft reserve fund policy</u> Deferred to next Board meeting</p> <p><u>Draft agenda for upcoming AGM</u> Deferred to next Board meeting</p>
<p>Other Business and adjournment.</p>		<p><u>From Other Business:</u> None</p> <p>Motion made by Carly, and seconded by Pam unanimously carried.</p> <p>Next Board Meeting September 6, 2023 (focus: AGM and expanded partnership with the MLP)</p>

