

Centre Wakefield LaPêche
ORDRE DU JOUR / AGENDA Conseil d'administration
 Friday, May 26, 2023 @8:15-9:30 am **CWLP – Community Centre – GSH**

Attending:

Vicki Carlan (President)
 Peter Gillies (Treasurer, Chair of Finance and Fundraising Committee)
 Pam Ross (MLP rep)
 Carly (Founding Partners Rep and Community Engagement Committee Chair)
 Judi Webb (MiNG Rep)
 Chris Harris (member of Finance and Fundraising Committee)

Guests: None

Time	Item	Presenter	For Decision, Discussion, or Information	Resolutions and Action Items
8:00- 8:15	Arrival (Library) and welcome	Chair		Vicki (VC) to chair and serve as note taker, Carly as timekeeper. Meeting commenced at 8:20 a.m.
8:15-8:20	Approval of Minutes of Previous Board Meeting (s)	Chair	Deferred to June meeting	Quorum of 6 Deferred to June meeting due to recent and unexpected vacancy of the Secretary of the Board. Recruitment for a Secretary will continue.
	Approval of the agenda	Chair - Vicki	Decision	Added under other business, Chris Harris requested we discuss possible GIC Investment. Motion duly made by Peter, seconded by Pam and unanimous carried the agenda for the meeting was approved.
8:20-8:40	Initiation of the Audit - Treasurer (10 minutes)	Treasurer /Peter	Follow Up Action	Board and Bookkeeper continue to work on preparing information package as requested by the Review Firm. Target date of completion is no later than end of July. Action: Peter to send out list of assigned duties by June 1 st as discussed. Vicki to prepare 2022-23 minutes, Amber to take on all financial and bookkeeping related questions and tasks.

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8:40-8:55	100 Mile Conflict with the Centre (10 minutes)	Treasurer/ Peter	Discussion & Decision	<p>Discussion: As no contract was put in place with 100 Mile Acres and this event was cancelled by the funder (MRC), the Board took the position to not pay the 100 Mile invoice as confirmation of project focus and start date was not given by CWLP.</p> <p>Proposed Action: VC to follow up MRC (funder) to confirm understanding of why the project was terminated..</p>
	Draft Renewal Plan (previous Strategic Plan) including Annual Plan (15 minutes)	Chair – Vicki to present	Discussion and Decision: Moving Forward (short version)	<p>Final review of renewal plan completed by Board. No questions or concerns as this has been reviewed numerous times in the fall/winter. Board recognizes this as an evergreen document.</p> <p>Motion duly made by Carly, seconded by Peter and unanimously carried IT WAS RESOLVED THAT:</p> <p>The Renewal Plan for 2023-2025 and associated Annual Plan for 2023-24 are hereby approved.</p> <p>Action: For Board meeting in June 2023, discuss:</p> <ol style="list-style-type: none"> 1. Possibility of joint fundraiser between Board and MiNG (tbd) 2. Reserve funds – Capital and Operational Policy and Plan (Chris and VC) 3. HR Strategy (2- years) (VC and MiNG (HR Circle) <p>Action: Unless changes in the internal or external environment impact plans, the renewal plan and 2023-24 annual plan will be reviewed and, if necessary, updated in October 2023 by the new board.</p>
8:55 to 9:10	2023-2024 Operating Budget (15 minutes)	Chair – Vicki to present	Discussion & Decision Detailed budget 2023-24 as of May 24, 2023	<p>Motion duly made by Peter, seconded by Carly and unanimously carried IT WAS RESOLVED THAT:</p> <p>The 2023-2024 budget dated May 24, 2023 is hereby approved.</p>
9:10 to 9:25	Special Members Meeting (15 minutes) - Proposed revised resolution for	Chair - Vicki	Documents: Updated resolution for Centre’s Financial Sustainability	With input from the MiNG and further consideration of the Board, the previous e-vote related the Special Meeting of Members regarding the transfer of ownership of the CWLP building to the municipality be rescinded and replaced with new text as proposed [see Ensuring Long-term Financial Stability of the CWLP Cooperative for text].

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	<p>consideration of municipality taking over ownership of the building</p> <p>- Proposed Worklan and identification of Board and staff resources for event</p>		<p>Special Meeting of the CWLP Membership (workplan doc)</p>	<p>This change was to communicate more clearly the purpose of the members' vote and the nature of the next steps (discussion not negotiations with the MLP to take place).</p> <p>Workplan was presented by VC for holding this event.</p> <p>Follow Up to Support Delivery of Meeting:</p> <ol style="list-style-type: none"> 1. Development of Communication Plan in collaboration with MiNG (VC) 2. Development of presentation deck (Vicki, Pam, Carly) 3. Development and implementation of voting process (e.g., must have been a member for at least one month to vote, Judy, Peter) 4. Day of event coordination (MiNG – Karen & VC)
<p>9:25 to 9:30</p>	<p>Upcoming changes & new board members</p>	<p>Chair</p>		<p>The Board recognized that Peter Gillies has resigned from the Board due to health reasons effective June 3, 2023. Prior to June3rd, Peter Gillies will confirm that his name has been removed from the Desjardin bank accounts and a new VISA card in the name of Amber Duncan issued.</p> <p>The Board also recognized that David Park has resigned from the Board due to health reasons effective May 26, 2023. He has agreed to continue to serve as security contact for the Centre.</p> <p>Action: Board member to put forward potential Board members to fill these vacancies. Priorities are for a qualified treasurer and experienced secretary to join the Board until the AGM.</p>
<p>9:30</p>	<p>Call to close the meeting</p>	<p>Chair</p>	<p>Decision</p>	<p>The item of GC Investment update from Christ was deferred to next Bod Meeting As there were no other agenda items to discuss, the meeting with terminated</p> <p>Next Board Meeting: VC to send out poll to find a convenient meeting date.</p> <p>Motion to terminate the meeting at 9:47 a.m. was duly made by Carly, seconded by Peter and unanimous carried.</p>