

DRAFT
Wakefield Centre LaPêche
ORDRE DU JOUR / MINUTES Conseil d'administration
Jeudi 02 Avril @ 1900 / April 2, 2020 @7 :00 pm

Present:

Quorum

Martin Comeau
Shaughn McArthur
Kathleen Lauder
Andrew Ryan
Carolyn Nolan
Pam Ross
Karen Bays
Lynn Forrest
Bob Gibson
Rafael Rivera
Martin Comeau
Dawn Moore
Chris Harris

Yes

The meeting was opened at 7 PM on ZOOM with Lynn Forrest in the chair. The secretary confirmed the quorum.

1. Approval of agenda

Dawn approved and Carolyn seconded approval of the agenda with item 9 deleted.

2. Review of minutes of previous meeting

Changes were noted and incorporated in the approved minutes.

Action items were reviewed and discussed as follows:

Action Item	Responsibility	Status
Martin to support installation of new terminal	Martin	Rink installed new terminal
Each working group complete and submit a report to Carolyn	Each working group	Some input received; remainder to be submitted after COVID-19
Review option to get a bar license for outside of centre	Andrew	Delayed due to COVID-19

Review rental fee structure with market group	Irene and Lynn	We have hired a rental coordinator who will start when the centre re-opens
Review our insurance and liabilities	Dawn and Irene	In progress
Recruit more volunteers	Irene and Karen	Delayed due to COVID-19
Send input on Communications and Advertising working group TORs to Karen	All	As there was no input the TORs were approved as written
Establish a francophone advisory/action committee	Karen	Early connection but delayed due to COVID-19
Explore Chantier as a possible funding avenue to improve social media for the Centre	Andrew and Dawn	This opportunity was considered to have merit. ACTION: Dawn and Andrew exploring further with the possibility to develop a proposal to get funding. May need to hire a consultant to do a survey with members
Offer Rafael Rivera the board position made open due to Gianna's resignation	Lynn	This was initiated by Lynn and formally approved at this meeting

3. Board governance

Appointment of Rafael Rivera as a board member: Chris moved and Martin seconded the motion to appoint Rafael Rivera as a member of the Board. The motion was carried.

Appointment of interim executive positions: As the interim executive positions were appointed until April 30. We need to address this now.

Dawn moved and Andrew seconded that we should extend the positions until June 1. The motion was carried

ACTION: We will discuss the interim positions as a priority at the May board meeting.

There is a need to review and rationalize the working group structure and create a committee structure.

ACTION: Dawn, Andrew and Pam will work on a committee structure for the board and how we will transition from the existing working groups to the new committee structure. This will be done as part of their work on 'The Future of the Centre'.

ACTION: Andrew and Martin will review the technology we are using to manage the board activities and make recommendations to the Board.

4. Finance Report

ACTION: Carolyn will talk to the bank about renewing the mortgage for a one-year term and will hope to get a better rate due to the current situation.

Carolyn presented the financial report and indicated that some of the expenses are not reported and may be under about \$25,000. More rental income will be reported for March.

Carolyn pointed out that the auditor's fees seemed high and we might like to shop around. Dawn pointed out that it was probably too late for this year due to regulations.

ACTION: Carolyn will negotiate with the auditor for a better rate and will possibly recommend a different auditor. to be recommended for approval by members at the next AGM.

ACTION: Carolyn is working on a new budget for 2020/21 given COVID-19 realities.

5. Operations Report and Review of Pandemic

There were requests for the use of the centre for various purposes which would likely respect the social distancing rules but would also require extreme cleaning measures on a regular basis. Pam pointed out that the government is clear that everyone should stay at home and the centre must not be used for anything other than emergencies. We will respect that.

ACTION: Irene will talk to everyone who has a job to ensure that the jobs will be changed and no one can access except Rink effective immediately.

6. Communications

Need to update members and community about how the Centre is managing the Covid-19 closing.

ACTION: Karen will finalize the newsletter to go to members and community. She will send it to Board members for their input tomorrow morning. Replies to be submitted by noon. Irene, Karen, and Lynn will finalize and post.

7. Board Retreat

There was agreement that we should continue with plans for a board retreat, although circumstances are not ideal.

ACTION: Dawn will work with Linda Vanderlee to organize a board meeting by ZOOM on April 25 from 9 AM– 1 PM. The purpose of the meeting will be to provide an orientation on the Community Centre and its history and to do team building aimed at enhancing the effectiveness of the board.

The meeting was adjourned by Lynn Forrest

Next Meeting: May 7th - 7:00 PM

Action Item	Lead	Completed By
We will discuss the interim positions as a priority at the May board meeting.	Lynn	May 7
Work on a committee structure for the board and how we will transition from the existing working groups to the new committee structure. This will be done as part of their work on 'The Future of the Centre'.	Dawn	ASAP
Review the technology we are using to manage the board activities and make recommendations to the Board.	Andrew	May 7
Talk to the bank about renewing the mortgage for a one-year term and will hope to get a better rate due to the current situation.	Carolyn	ASAP
Negotiate with the auditor for a better rate and will possibly recommend a different auditor. to be recommended for approval by members at the next AGM.	Carolyn	ASAP
Work on a new budget for 2020/21 given COVID-19 realities.	Carolyn	ASAP
Work on applying for the government program to provide 75% of employee's salary	Irene	ASAP
Supervise Rink	Rafael	Immediately
Talk to everyone who has a fob to ensure that the fobs will be changed and no one can access except Rink effective immediately.	Irene	Immediately
Work with Linda Vanderlee to organize a board meeting by ZOOM on April 25 from 9 AM– 1 PM. The purpose of the meeting will be to provide an orientation on the Community Centre and its history and to do team building aimed at enhancing the effectiveness of the board.	Dawn	April 25