

DRAFT
Wakefield Centre LaPêche
ORDRE DU JOUR / MINUTES Conseil d'administration
Jeudi 07 May@ 1900 / May -7, 2020 @7 :00 pm

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

The meeting opened on ZOOM at 7:00 PM with the President, Lynn Forrest in the chair.
The secretary confirmed quorum

1. Approval of Agenda

Pam moved and Chris seconded approval of the agenda.

2. Review of Minutes of previous meeting

Irene moved and Rafael seconded approval of minutes of April 2. Rafel moved and Bob seconded approval of minutes of April 23, 2020. Status of action items from April 2 meeting are outlined below.

Action Item from Previous Meeting (April 2, 2020)	Lead	Completed By	Status May 7, ,2020
We will discuss the interim executive positions as a priority at the May board meeting.	Lynn	May 7	Deferred. Anyone interested in filling any of the positions should contact Kathleen prior to the next meeting.
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	Kathleen and Andrew prepared a draft committee structure for discussion.
Review the technology we are using to manage the board activities and make recommendations to the Board.	Andrew	May 7	Andrew has technology to suggest. Deferred for another meeting.
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	Done
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	2020 audit scheduled for June10. Future auditors and rate to be reviewed in time for next AGM
Work on a new budget for 2020/21 given COVID-19 realities.	Carolyn	ASAP	Done
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	Done

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	Done
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3. Board Governance

3.1. Proposed committee structure

There was a robust discussion on the draft committee structure document with suggestions for modifications in the definition of the committees, the time line for ad hoc committees and the board members involved. The importance of engaging volunteers on the committees was also emphasized.

ACTUON: Kathleen and Andrew will continue discussions with all board members on the committee structure and bring a revised proposal to the next board meeting.

3.2 Future structure of the centre

Shaughn reported on work to date. There have been discussions with CDROL and with the municipality. The committee is engaging legal experts as appropriate. It is anticipated that the municipality will get back to the committee within the next few weeks. The committee will make a recommendation to the Board in August. It is proposed that there would be consultations in September. The committee hopes to have a recommendation to bring to the AGM in October.

4. Finance Report

Carolyn presented finance reports and a budget. The financial situation is looking promising despite the closure due to COVID. There were some inputs to fine tune the budget. The board members thanked Carolyn for excellent reports.

MOTION: Karen moved and Kathleen seconded that we will apply to Desjardins for a \$25,000 line of credit.

5. Internal Operation Report

The good work being done by the committee and the quality of the report was applauded.

6. Preparing for Reopening

The municipalities of La Peche and Cantley are going ahead with summer camps. We will not. We will refer people looking for camp to the municipality. Irene will put this on the web-site.

The market will start in 2 weeks. The centre will not be open for use by vendors or visitors to the market. We will follow all the legal guidelines with respect to COVID for the operation of the market.

7. Next steps post retreat – Getting to the AGM

Lynn encouraged the board to be prepared to come to AGM with strong board governance, an effective and community supported model for the centre, a strong budget, good operations systems and procedures and an effective HR structure. Each committee needs to work on their area between now and October in order to realize this goal.

8, Next meeting

The next meeting will be held on June 4 at 7 PM by ZOOM.

Bob moved and Martin seconded a motion to adjourn.

ACTON ITEM	Lead	Completed by	
Continue discussions on the committee structure and bring a revised structure to the next Board meeting	Kathleen Andrew	June 4	