

DRAFT
Wakefield Centre LaPêche
MINUTES (DRAFT)
Jeudi 18 June @ 18:30 / June 18, 2020 @18:30

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

1. Approval of Agenda

Motion: Dawn moved and Pam seconded that we approve the agenda.

2. Review of minutes of previous meeting

Motion: Chris moved and Rafael seconded that we approve the minutes of the previous meeting with the following provisions . It was noted that the HR committee was tasked with advising Lindsay that we would be ending her employment with the centre. There was a request from the chair for the committee working on the future model for the centre to prepare a consultation plan following the meeting with Benoit.

3. Building maintenance report

Andrew pointed out that our building will require extensive maintenance going forward. There was very little maintenance in the past and this Board will be required to fund the catch-up. There was one estimate for the repair of the roof which came in at \$40,000. Given our lack of funds Andrew advised that we are in a difficult position with respect to maintaining the building with our existing funding base. There was a discussion concerning the timing of the maintenance needs. Andrew recommended that we need to address critical issues prior to winter which may cost \$40,000 - \$60,000. There are also a lot of labour costs to address some of the issues which were previously addressed by staff, but which may be beyond the competencies of future staff. Karen asked about infrastructure grants for maintenance through partnerships among various levels of governments. Carolyn pointed out that we do not have a financial plan or budget for infrastructure maintenance and improvements. She said that normally a reserve fund

would be set up and every year there would be an investment in that fund to cover these costs. Normally the reserve fund would be used to start maintenance after 5 years. Having waited 10 years it makes sense that we would have substantial costs related to building maintenance. It was agreed that the building design presents challenges.

Others commented that the roof is only 9 years old and usually roofs last 15-25 years. It was commented that more than one estimate would be required before any roof/building repairs are planned. Dawn suggested an independent contractor (building engineering - not a roofing company)

Action: The facilities committee comprising Rafael, Chris, Andrew and Martin will be responsible to research infrastructure grants that may be available for maintaining the building and prepare a realistic financial plan for building maintenance for the next few years. Shaughn and his committee looking at the future of the centre will feed into this work with proposals as to how the municipalization would impact on these needs. and Carolyn and the finance committee will coordinate with both of these committees to explore budget implications.

4. Team gantt cloud management system and slack chat

Andrew explained and demonstrated a cloud management system that could help the board to coordinate our activities. It was suggested that the leaders of the board committees use it on a 30 day trial. We would have to engage the staff in it. Not all board members are eager to learn new software

Action: Andrew will look at the other products and systems we use and see how his proposed new systems would fit in that context..

5. Verbal updates

Finance: No update just a reminder that we can't spend money.

General Operations: Operations are going well. Cudos to Karen who has organized gardening.

HR Committee: Douglas started on Monday and he is doing well. Carly is slated to start on Monday. Lindsay was let go and she is happy with that. The HR committee will address the situation with Rink.

Action: The HR Committee will bring a new staffing structure to the July 2 meeting.

Media centre: We are going ahead with the media centre and gradual reopening of the centre observing physical distancing. The media centre is going ahead with a July 1 celebration. They have done a great job of finding funding and lining up a great group of

performers. There is still no new equipment. The July 1 celebration will all take place with performers going in the back door and strict attention to COVID guidelines.

Reopening the centre: We will have on-line and in-house programming. We might rent the Hall if we can get a good rental rate and observe social distancing. Peggy Bruin will start in September with a good plan for cleaning.

New model for the centre: Shaughn reported that his committee is preparing a solid consultation plan. He suggested that the board meet with the Meritus Centre in Chelsea and with Marco from the municipality to understand the options and implications of various models.

6. Next AGM

The AGM has to be held no later than September 27. She suggests we schedule it on Thursday, September 24. We need a committee to prepare for this.

7. Next board meeting

The next regular board meeting is at 7 PM on Thursday, July 2.

8. Adjournment

Chris moved and Karen seconded that the meeting be adjourned.

Lynn adjourned the meeting at 8:06 PM.