

MINUTES

Centre Wakefield LaPêche
ORDRE DU JOUR / AGENDA Conseil d'administration
Thursday, December 2nd, 2021 @ 19:00
CWLP Studio (in person and via Zoom)

Attendance

Irene Richardson
Kathleen Lauder
Sally Swan
Kolleen Gibson
Ivan Hale
Carly Woods
Ned Ellis
Helene Giroux
David Park
Carolyn Nolan (secretary)
Pam Ross
Chris Harris

Absent

Lisa Utronki

1. APPROVAL OF AGENDA

Motion: To approve the agenda, moved by Kathleen and seconded by Carly, approved unanimously

2. CONFLICT OF INTEREST

No conflict of interests reported

3. APPROVAL OF MINUTES

Motion: To approve the board minutes of the meeting held on November 4th, 2021, moved by Helene, seconded by Sally, approved unanimously

4. HOUSEKEEPING

Board Meetings will be scheduled for **the 2nd Wednesday of the month** beginning in January.

Board Meeting Dates are proposed as follows

January 12, 2022
February 9, 2022
March 9, 2022
April 13, 2022
May 11, 2022

June 8, 2022
July 13, 2022 (tentative)
Aug 10, 2022
Sept 14, 2022

The Agenda will be circulated by the Monday preceding the Board Meeting to give Board Members the opportunity to address any upcoming motions or new business agenda items.

The AGM has tentatively been scheduled for Tuesday, September 20th, 2022.

Meeting Etiquette

Friendly reminder to be respectful of each other and our comments and to provide everyone the courtesy to express them without interruptions.

5. MEET THE GM

Sally introduced Blair Mackay, our new General Manager to the Board. A brief discussion ensued. The general consensus from the Board was that we have found a great candidate for the role of GM.

Motion: The General Manager will be invited and expected to attend all Board Meetings, moved by Helene, seconded by Ned, approved unanimously

6. OPERATIONS UPDATE

Programming and Rentals

A number of events have been scheduled for December and programming at the Wakefield School Gym will continue.

An item that needs to be addressed in the short- term (Dec/Jan) is reviewing our agreements with Peggy Brewin and the WAY.

Facilities Management

It was noted that our cleaner, Linda, continues to do great work for us. It was noted that she not only cleans the building, the grounds, but addresses and completes a number of small maintenance repairs for us.

The work that was scheduled with CISSSO re the floors in the Gwen Shea Hall and the Studio has been completed. They will be coming back to do some additional work to the floors in the Lobby and hallways.

Technical Booth

David Park and his team were commended on all the work done in the booth. David expressed his appreciation to the community for their expertise in streamlining operations. He also raised the issue of volunteer work vs paid work.

Appreciation

The Board recognized and appreciated all of Irene's time and efforts in keeping the Centre operational and successful over her term as President.

7. HR UPDATE

Sally expressed her appreciation to the HR Committee Members for their cooperation and collaboration in the recruitment and selection process for the General Manager position.

Motion: The Board approve the hiring of Blair Mackay for the General Manager Position, moved by Ned, seconded by Kolleen, approved unanimously

8. COMMUNICATIONS UPDATE

Carly expressed the need for a communication plan. It was noted we have various communication platforms and need to communicate strategically. Carly will work with the Communications Committee to develop a plan.

It was noted that some of these duties will be transitioned to Centre staff as we work with the GM in developing a full staff complement.

It was noted that an announcement regarding the new GM and the meet and greet scheduled for December 12th is a top priority to communicate to our members and the community. Irene, David and Carly have agreed to work together on this.

9. FINANCE UPDATE

We received a 50K COVID related loan with the MRC – it has been determined that 22K will be forgiven. The terms of the repayable portion to be noted.

We have received our final payment for 21/22 Operating Grant from the MLP (Municipality) grant – 23K

We have received 16K related to the FARR grant.

Our current cash position, net of any COVID related repayable loans is 213K.

Our current projections for the year ended 21/22 are very favourable.

A discussion ensued related to investing some of our cash balance, setting aside some funds for the future and repaying the balance in full on the MRC loan.

The items have been deferred to the Finance Committee.

10. GOVERNANCE UPDATE

The Governance Committee is following up on a question raised at the AGM regarding non-elected Board members. We currently have one support member representing the MLP and one support member representing our partners (Theatre Wakefield, Library, The WAY – Wakefield Youth Association, and Wakefield Recreation Association)

The question to the Governance Committee is should these Board Members

- Be allowed to be part of the Board Executive (President, Vice President, Treasurer, Secretary)
- Be allowed to vote

The Governance Committee has been doing research and has determined next steps to be reaching out to the individuals on the Board in these support positions and the organizations they represent.

11. FUNDRAISING/ GRANT UPDATE

CALQ – 30K – Cultural Grant – Helene and Irene met with a CALQ representative and have proposed to pursue a grant to support a cultural festival in partnership with the 100 Mile Art Network tentatively scheduled for June 2022. The deadline for the grant application is December 16th.

Motion: The Board approve that Helene and Irene are authorized to submit our application for funding to CALQ, moved by David, seconded by Carly, approved unanimously

ELAN Grant Update – 16K related to 10th Anniversary Celebrations – Irene has been in touch with ELAN to see if this grant can be extended beyond March 31st – at the moment we are under the assumption the funds are required to be spent by the end of March – as such a smaller celebration will be planned for March 2022

A brief discussion ensued related to benefits of pursuing grant opportunities. The essence of which revolved around pursuing grants that may essentially become make work projects for the Centre. The offset being that once a grant has been successfully applied for – it may become an annual funding source.

It was noted that there is a difference between short- term (post COVID) grants and long- term plans for grants in terms of sustainability and the future of the Centre.

12. FUTURE OF THE CENTRE UPDATE

ELAN grant – there is a grant opportunity in the amount of 5K to 10K available related to sustainability, strategic planning and risk assessment. The deadline to apply is December 13th.

The Future of the Centre Committee has the Board’s support to pursue this grant opportunity.

It was agreed the grant would provide the Future of the Centre Committee with some funds to pursue any resources or supports to accomplish their objectives.

Next steps – Helene will meet with the Committee to further discuss this grant opportunity and develop a plan for the funds if approved

13. OTHER BUSINESS

Landscaping

Background from October minutes

Ivan has been in discussions with the Municipality regarding improving our landscaping. There has been some damage to the property in front of the Centre due to the rental to CISSO who used it as a parking lot. The Municipality is willing to help restore the front lawn and consider improvements related to drainage, accessibility, shade and overall beautification. Some improvements will likely be required to accommodate the Wakefield Market for the 2022 season. The tentative plan forward is to continue to explore options with MLP, engage contractors re quotes and specs, have the work completed by the end of May 2022.

Background from November Minutes

The Farmers Market met with the MLP to discuss preliminary designs and drawings regarding landscaping to the front lawn. Ivan represents the WCC in these meetings. Carly offered to join to represent the WCC as well as the Wakefield Recreation Association (WRA).

Update

Irene will follow up with the MLP in terms of next steps regarding the damage to the front lawn re the rental to CISSO and any further improvements the MLP is willing to support.

Carly and Ivan will continue to represent the WCC at any meetings with the MLP related to landscaping. Every effort will be made to collaborate with our support partners and the Farmers Market to develop a solution that is mutually beneficial for everyone.

There appears to be some confusion around the Farmer's Market's role in the landscaping design process. It should be clearly communicated that any and all decisions will be made by the WCC Board.

In the event, that landscaping work will take place in the spring/ summer season 2022 – every effort will be made to ensure the scheduled work does not conflict with any WCC events.

Next board meeting: Wednesday January 12th, 2022 at the Centre in the Studio.

Motion: To adjourn the meeting, moved by Ned, seconded by Helene, approved unanimously

The meeting was adjourned at 9:03