

MINUTES

Centre Wakefield LaPêche
ORDRE DU JOUR / AGENDA Conseil d'administration
Wednesday, May 11th, 2022
(via Zoom and in person at the Community Centre)

Attendance

Irene Richardson
Kathleen Lauder
Kolleen Gibson
Carly Woods
Hélène Giroux
Carolyn Nolan
Blair Mackay (GM)
Sally Swan
Pam Ross
Vicki Carlan

Absent

Chris Harris
Ivan Hale
Andrea Rowe (TW)

1. APPROVAL OF AGENDA

Motion: To approve the agenda, moved by Sally and seconded by Carly as amended with new business, 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 April 13th, 2022 Approved by Sally, seconded by Carly, approved unanimously

4. NEW BUSINESS

Welcome to Vicki and confirmation that her Board position was approved via email.

5. OPERATIONS UPDATE -presented by Blair

The Operation Report included a brief overview of the 10th Anniversary, its success and a thank you to the Volunteers, it was noted that the Outdoor Tent has been erected as of April 26th, as well as an update on upcoming events at the Centre for May and June. Canada Day celebrations will be held at the Centre this year.

6. HR UPDATE – presented by Blair and Sally

An HR update was provided which included a new job posting for the Centre – Coordinator for Programs, Communications and Member Relations.

A Summer grant has been approved for 4 students.

Action Item: Job Description to be developed for Student Positions

7. GRANTS AND FUNDRAISING UPDATE – presented by Irene/Blair

The following grants have been approved

Participation Canada \$700 to promote Pickleball Month of June – need to count steps!
MRC (~\$900) gave us 3 pickleball nets, 25 balls and \$200 for resources
MRC - \$4,800 for Summer Music Series

Pam noted the value in embracing French presentations and events to maximum potential funding opportunities in the area of arts and culture. This is also a great opportunity to broaden our membership base and as well as general participation in Community Centre events and activities from some of the more French speaking communities in the area.

We continue to explore potential grant opportunities offered by Canadian Heritage, the Canada Cultural Spaces, Community Cultural Spaces Grant and the Green and Inclusive Buildings Grant.

The Annual Support Membership was implemented and is being well received. To we have sold 44 individual and 14 family memberships for \$1,800.

The structure is in place for the Outaouais Foundations Fund. Next steps include updating the website, connecting with Canada Helps and creating some marketing material.

8. FACILITIES UPDATE – presented by Blair

Repairs and Maintenance

Some minor repairs and work have been identified including fire extinguishers safety inspection, air filter replacements and repairs the Outdoor Sign.

Some potential repairs and upgrades have been identified including modifications to the Bar Area, a Security Camera upgrade, an IT infrastructure upgrade, technical upgrades to AV equipment in the GSH and creating an outdoor Terrace off the main Lobby.

Next steps include documenting the scope of work required and potential costs.

Landscaping and Outdoors

Carly is the lead on developing a landscaping plan with the involvement of our partners, the Wakefield Market and the MLP.

Picnic tables have been provided by the MLP and we are currently in the process of working with them to provide 2 porta potties.

9. FINANCE UPDATE – presented by Kolleen

A financial report was presented by Kolleen

A 22/23 budget report was also presented which is for everyone to review and receive final approval

10. COMMUNICATIONS UPDATE

Vicki Carlan will be the new Chair for the Communications Committee

Next steps involve developing a communications plan to identify and promote Community Centre events and activities to target markets, an advertising strategy for rentals and conferences, marketing for memberships in collaboration with our partners and developing a plan for the promotion of the Outaouais Foundations Fund.

11. FUTURE OF THE CENTRE UPDATE

Helene Giroux will once again become chair of this Committee.

A successful candidate has been identified to assist us forward with the facilitation of this process including strategic direction, analysis and a community engagement plan. The position will be funded primarily from a grant received from ELAN for 10K, total projected costs are 15K.

12. ADJOURNMENT

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

The meeting was adjourned at 8:13pm.