

MINUTES

Centre Wakefield LaPêche
ORDRE DU JOUR / AGENDA Conseil d'administration
Thursday February 04 2021 @ 19:00
BY ZOOM

Present	Absent	Quorum
Irene Richardson Carolyn Nolan Estella Arlott David Park Kathleen Lauder Chris Harris Ivan Hale Andrew Ryan (listening with sleeping baby on top of him)	Pam Ross	YES

1. Approval of agenda

MOTION: Kathleen moved and Estella seconded approval of agenda.

Motion carried unanimously.

2. Conflict of interest

No conflicts of interest

3. Consent agenda

MOTION: Moved by Kathleen and seconded by Chris approval of minutes of board meetings held on January 7, 2021 (as corrected by Carolyn) and January 24, 2021

Motion carried unanimously

4. Update on discussions regarding Centre's use for COVID vaccine injections

With Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO)

Ivan reported that there were 4 visits by CISSSO all of which included a tour of the building. They were impressed with the building, its cleanliness and ideal location.. The target date to have our site ready is February 15. There are almost no renovations/changes required. They will use the whole floor except the Library and Lounge space. They plan on operating 7 days/week. They estimate they can process 200 people per day. They will ship the vaccine on the day it is used so no additional refrigeration is required. We will maintain the Peggy Bruin, WAY rentals and Library. We anticipate the Farmers Market can still take place on Saturdays. The municipality will offer any help required including plowing.

We are looking at a minimum of a 6-month lease probably renewable for another 2-6 months. We are now negotiating and expect to sign a contract in a few days. They are already preparing news announcements. They will hire staff for the clinic. CISSSO is interested in maintaining CLWP cleaning services. Staffing options and responsibilities for our current staff will be planned and discussed with staff.

David pointed out that he would like access to the booth to continue some technical work and Ivan felt that could be organized.

Chris pointed out that \$20/sq foot would be a minimum price. Carolyn wants to be sure we cover costs.

5. Update on meetings with MRC

Ivan said the discussions with MRC are going very well. We supplied very good background documents and demonstrated our competence. MRC staff were open and helpful. It was a positive facilitated exercise to gather information. They expect to get back to us by mid-March with options and advice for future substantiation of the Centre.

6. Update on continuation of strategic planning process

Kathleen pointed out that the board meeting which had been planned in January to develop strategic priorities was postponed. We now have approved vision, mission and values. We have completed a community consultation. We have a design for a workshop to get board input on strategic priorities. We could proceed with the board meeting to complete this process. Alternately we could wait for the MRC to get back to us in March and complete our strategic plan after that. She asked for the board to decide how they want to proceed.

David suggested we let things simmer as we wait for MRC to get back to us. Chris thinks we are likely to be closed (except for the vaccine distribution) for another year. Estella and Carolyn wanted to get feedback from MRC first and possibly pick it up again in the spring. Irene felt we need to work on our operational plan and budgeting.

MOTION: Kathleen moved David seconded that in April we move forward on the strategic planning process.

Motion carried unanimously

7. Committee reports

Operations: Estella provided an update on operations. They had our first committee meeting with David, Chris, Irene and Estella. David and Chris are helping more with the facilities. There were issues with the sump pump which were resolved. David and others cleaned up the booth. There are some issues with the lift. Aged invoices were tracked and all but one has been paid. There were 12 online programs planned and 5 have gone ahead. We rented the Gwen Shea Hall to the RCMP and we have been renting space for internet and office uses. The video journalists

have done well and produced 5 videos. We are planning the next newsletter for the first week of March.

We have 4 quotes for a building needs assessment. Andrew recommended the IRC Group but he said that we should first have a meeting to review the quotes and we can delay the actual inspection until the snow is off the roof. We don't need to rush.

Finance: Carolyn provided a report on finance. We continue to do well financially, due in part to COVID relief measures and how well the board has managed operations. The mortgage is up for renewal March 21 and we should get an appraisal prior to that. It is useful for us to get this. We have to prepare a budget for next year. Amber, the new book-keeper is doing well.

Communications: Kathleen noted that a meeting has been planned with a few board members and volunteers for next Wednesday to discuss opportunities to further engage the community in preparing stories on the last 10 years, helping with visions for the future of the centre, and providing input to the strategic plan.

8. Other business

Irene reported on her discussions with the municipality. Denise Patry (communications officer for the municipality) told Irene that we will receive \$6,000 grant for summer camps and \$1,000 for the recreation grant. We can apply for an additional \$1,000 for the 10th Anniversary celebration. They have a budget for 2 portapotties for the centre for the summer. They will cover costs for outside door handles for the library and Lounge. She suggested that CWLP might use the Masham arena for pickleball when the red alert is lifted. They will post the interviews by the civic journalists on the municipal sites.

9. Next board meeting

The next board meeting will be Thursday, March 4 at 7 PM by ZOOM.

10. Adjournment

The meeting was adjourned at 8:51.