

**Cooperative du Centre Wakefield La Peche
Consiel D'Administration/Board of Directors**

Meeting Minutes

Friday 17 January, 2020/vendredi le 17 Janvier, 2020

Present:

Quorum

Martin Comeau
Shaughn McArthur
Kathleen Lauder
Dawn Moore
Andrew Ryan
Carolyn Nolan
Pam Ross
Karen Bays
Lynn Forrest
Bob Gibson
Chris Harris
Gianna Inglese (by phone)

Yes

The meeting opened at 6 PM with the Interim President, Martin Comeau in the chair. The secretary confirmed quorum

1. Election of Officers

- a. Martin Comeau read the definition of the 4 officers and the General Manager as outlined in the bylaws. There was a discussion about the challenges of electing a board without knowing the skill sets of the members and the committee structure for the board. However the need to elect officers immediately was apparent.
- b. Bob Gibson moved and Dawn Moore seconded that we elect Lynn Forrest as President, Martin Comeau as VP, Carolyn Nolan as Treasurer and Kathleen Lauder as Secretary until April 30, 2020.

RESOLVED THAT the officers until April 30, 2020 are as follows: Lynn Forrest as President, Martin Comeau as Vice President, Carolyn Nolan as Treasurer and Kathleen Lauder as Secretary. (Motion carried)

2. Finance

- a. A committee was set up to review the financial situation of the centre and to make recommendations to the board about immediate issues with respect to staffing.

There are 2 positions which need to be filled urgently: book-keeper and rental officer. Carolyn Nolan, Bob Gibson and Chris Harris agreed to sit on that committee

- b. Carolyn Nolan moved and Martin Comeau seconded that there be 4 people with signing authority: President, VP, Treasurer and Irene Richardson.

RESOLVED THAT the following people will have signing authority: President, VP, Treasurer and Irene Richardson. (Motion carried)

ACTION: Carolyn Nolan will work with the bank to get signing authority for the designated people.

ACTION: A subcommittee of the board will review our financial position and make recommendations about hiring a book-keeper and replacing Jess as the rental officer.

3. **Priorities for Next Meeting**

- a. Review the financial picture and status of book-keeper
- b. Make a temporary plan to have a rental officer in place when Jess Harris leaves at the end of January
- c. Review the priorities and committee structure

4. **Dates for the Next Meeting**

- a. The next meeting will be on Thursday, January 23 from 7:00 – 9:00
- b. Regular meetings will be the first Thursday of the month from 7:00 – 9:00

5. **Adjournment**

The meeting adjourned at 7 PM