

FCA Meeting No. 2

Date: Jan.18, 2107

Time: 7 to 9-05 pm

Location: Berwick Royal Oak Retirement Centre

Membership

-Present: Mac Nanton, Terri Birmingham, Bob Lucy, Dale Summers, Maureen Paterson,
Daniel Conti

Agenda

1. Review of Nov.16/16 minutes
2. Constitution (Record keeping etc.)
3. Director's Insurance
4. Saanich Grant/Liability Insurance
5. Winter Social Recap
6. Membership Drive 2017
7. Events-2017
8. Next Newsletter
9. Other Business
10. Meeting adjournment

1.Review of Nov.16/16 minutes

Adopted as read.

2.Constitution (Record keeping etc.)

Terri discussed the importance of record keeping in view of the constitution guidelines. Commencing this year under the new constitution records are to be kept for 10 years,

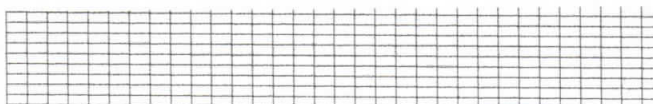
Treasurer to provide accounting records

Meeting minutes, and all other relevant documents, are to be retained by the Secretary

Bob asked as to the deposition of our records. Terri to check with Scan regarding record keeping repository for the community associations, and which process we should follow.

Daniel to look into developing an "e-mail" system for the archival of our records.

Terri to go through Association boxes she received from Sue.



Maureen and Bob mentioned the Jan.18/17 Saanich News had an article on the Saanich Community Associations, and the new chair of SCAN Marsha Henderson formerly held by John Schmuck.

There was a discussion on members' out of pocket community association expenses for items such as paper, printing supplies etc. It was agreed that members generating these expenses should submit them to the Treasurer for reimbursement.

3.Director's Insurance

Terri stated that from her discussions on this topic at previous Scan meetings, no Community Associations carried Director's Insurance.

Bob to research Director Insurance Costs and coverage.

Regarding us (FCA) being audited. As we are not aware of the process and requirements, Terri to check with SCAN, and will ask them to meet with us for a discussion on this important topic.

4.Saanich Grants and Liability Insurance

4.1Saanich Grant

Bob to fill out the Liability Grant application form for \$1100 and deliver to Saanich prior to February 1st.

4.2 Liability Insurance

We have to pay for the Liability Insurance of \$500 ourselves, and submit proof of payment to Saanich in June (not prior to), for their reimbursement.

Attached are a list of Saanich's Project Grants and Operating Grants- if any of us are interested is us pursuing any of them we should discuss at our next Exec. meeting.

5.Winter Social Recap

Held at McCall Sequoia Event Centre, 4665 Falaise Dr.,on December 4, 2016 from 2-5 pm. We had around 32 people in attendance. We felt that the attendance could have been better, if it had not coincided with other local events. On the other hand it's location at McCalls Event Centre may have discouraged some members from attending. With this event costing us \$900, it was felt it was a bit high at approximately \$30/person. Executive to look into other potential locations in the spring for the 2017 Social in view of the above concerns. Mac and Dale to research other possible venues.

Our Social used make-shift name tags at the last minute which were helpful. However, this year we are proposing to use proper name tags with member locations, which will make us more familiar with our membership.

In the flyer we mentioned we would be collecting for the Mustard Seed and Food Bank, however the number of donations we received at this event was disappointing. Possibly better

highlighting of this aspect in future flyers may produce more positive results, Dale also mentioned that cash donations were offered by some attendees but were declined by us(the Executive) as this event was to thank our Community for the wonderful support they had given us in past years.

Dale mentioned that there were few children in attendance, and felt that we had not made a concerted effort to attract them to this event. Discussion followed on the limited number of children living in our Community and the low attendance at last year's Picnic in the Park. Executive to review the 2016 Picnic in the Park - games, events etc. to improve and enhance this year's Picnic and Christmas events and thus encourage more young people and adults to attend.

Any event photos we took at the Social -send to Daniel for possible publication in the up-coming Newsletter.

6.Membership Drive

Terri stated that there were 181 homes in total, with 125 paid up members. Terri asked if any members of the Executive would assist her in this year's membership drive. Bob, Maureen, and Mac said they would give it some thought.

7. Events 2017

There are four events scheduled below for 2017, with the dates to be finalized at our next meeting.

1. Garage Sale
2. Neighbourhood Picnic in the Park
(incorporate Canada's 150th anniversary)
3. AGM
4. Winter Social

8. Next Newsletter

Topics/Authors

Synopsis (suggestion)

New Executive- Daniel

Constitution Up-date-Bob

Winter Social-Mac

Calendar of Events -Daniel

Membership-Terri

Authors to send their articles to Daniel so that he can send his first draft to us by

February 10th, for delivery by the end of February.

9. Other Business

9.1 Exec, Meeting Location Overview

Mac was asked to contact Saanich Commonwealth Pool to assess the feasibility of using one of their meeting rooms as an alternative venue for our Executive meetings. Based on their attached schedule, we could be charged \$19-21/hr .for the Pacific Dogwood or Arbutus rooms . (Non-profits are charged 50% of the normal hourly rate). We have decided to use Berwick House for the present, but will continue to look for other locations.

9.2 Dog Harassment

Bob received a complaint from one of our Community members regarding personal dog harassment with regard to a dog not being on a leash, and asking us to write a letter on his behalf to Saanich. Bob first to check the by-laws, discuss his findings at our next meeting, and then we will decide our next steps.

9.3 Street Signage

Concern about adequate street signage in our Community. Exec. to review and discuss at the next meeting of any other locations requiring further signage, and as required report back to Saanich.

9.4 Gypsy Moth Spraying Program

There is no proposed spraying over our Community, but close to us, such that we may experience some aircraft noise early in the morning in the spring.

9.5 Saanich Transportation Plan

Attached is a flyer from Saanich regarding their Transportation Plan, if interested complete their interactive on-line survey.

Terri mentioned a Workshop was being offered by Saanich on February 7th, and that she would be sending out an "e-mail" shortly with all the information, in the event of any of us wishing to attend.

9.6 FCA tent

FCA tent we have to get from Lucas.

10.0 Meeting Adjournment

Meeting concluded at 9-05 pm.

Our next meeting is scheduled for Wednesday March 15th at 7 pm at Berwick Centre.

If there are any errors or omissions, please contact the undersigned.

Mac N

Secretary