Falaise Community Association
Growing a stronger community together

Minutes of the Directors' Meeting- November 12, 2021

Location: Zoom **Time:** 1.00 pm – 2:15 pm

Attendees: Cynthia Hawksworth, Holly Holt, Bob Lucy, Stuart Macpherson, Mac Nanton, Carl Ross, Stew Vinnels

Additions to Agenda: None

Opening remarks (Stuart): No updates

Minutes from October meeting: Approved as written.
Motion to approve: Mac Seconded: Stew Approved: unanimous

Correspondence: None

Business arising from minutes
Status of action items from last month:
Stuart: done with the exception of revising the Welcome Letter
Carl: done with the exception of adding a column to the monthly financial statement
Holly: done
Stew: done
Mac: done
Bob: ongoing – may need to notify Saanich of plan to modify original LFL to accommodate seed exchange

Financial Report: Carl
No November financial report tabled at present. A financial report will be presented at the AGM on November 17th

SCAN report: Mac

1. Notes from the SCAN meeting of November 3rd have been circulated to the directors.
2. Notes to be posted on the website

Committee reports / actions:

1. Noise Wall (Stew)
    a) Stew spoke with Dean Murdock and confirmed that he has approached Rob Fleming

Motion: Move that the Board invite Dean Murdock to the next Board meeting to discuss the current situation.
Motion to approve: Stew Seconded: Carl Approved: unanimous

2. Road Mural
    a) Teale is working with Saanich on the funding application.
    b) The artist is still working on a sample design to show neighbours. Neighbours will be contacted once that is completed.
    c) Saanich requires $5 million liability insurance for the days that the road mural will be painted. Stuart will follow up on cost to change our insurance from $2 million to $5 million for the day of the painting.

New Business

1. Draft of AGM agenda
    a) Draft Agenda adapted to conform with current constitution's format (President's report moved to follow Treasurer's report)
    b) Ask for attendees' input into 2022 Focus Points
2. AGM arrangements
    a) Location: Douglas Fir Room at Commonwealth Place and Zoom (hybrid model)
    b) Coffee, tea, cream, sugar, water, and cookies to be arranged by Mac
    c) Holly will provide extra masks for those who do not have one
    d) There is hand sanitizer outside the meeting room
    e) Mac will purchase two Thriftys $25 gift certificates for door prizes
    f) Bob will donate "Resilient Gardens" handbook from the 2020 AGM for an additional door prize
    g) Stuart will send out an email reminder for FCA community members to RSVP and advise that there will be door prizes for attendees
    h) Stuart will send out an email to Board members advising time they should arrive at SCP
    i) Carl will check double vaccination status of in-person attendees and masks
    j) Carl will organize entries for door prizes for both in-person and Zoom attendees
    k) Audio -visual will be set up by John Arduini
    l) Bob will check the membership status of people registering to attend by Zoom and send Carl the information prior to the meeting.
3. Election of new Board
    a) All members seeking election or re-election will be asked to introduce themselves and indicate any applicable skills prior to the vote

Motion to adjourn: Holly Seconded: Mac Approved: unanimous

Next Board Meeting: December 8, 2021 Location and time: TBA

Summary of Action Items:

Stuart:

- Edit Welcome Letter
- Invite Dean Murdock to the December Board meeting
- Continue to work with the road mural project and meet with neighbours
- Check into anticipated incremental liability insurance cost if the road mural goes ahead
- Finalize AGM agenda
- Send our reminder email re AGM to community and request RSVP
- Send out email to Board advising them of time to be at AGM

Carl:

- Add monthly expense column to template for the monthly financial statements
- Develop checklist to record vaccination status of in-person AGM attendees
- Organize lottery system for door prizes
- Post the October minutes on the website

Holly:

- Forward the October 2021 minutes to Carl for the website
- Forward the SCAN November 3rd notes to Carl for the website

Bob:

- Check with Saanich to determine if the seed library can be added to the currently approved design of the LFL

Mac:

- Purchase Thrifty's gift certificates for door prizes (2 x $25)
- Arrange for refreshments for AGM

All:

- Be prepared to introduce yourself at AGM if you are running for re-election