



Falaise Community Association

Growing a stronger community together

Minutes of the Directors' Meeting- November 16, 2022

Location: Zoom.

Time: 7:00 pm – 8:35 pm

Attendees: Stuart Macpherson, Carl Ross, Barbara Ross, Bob Lucy, Mac Nanton, Holly Holt

Apologies: Stew Vinnels

Opening remarks (Stuart):

We will be working with a new mayor, Dean Murdock, for the next four years.

Business Meeting:

Additions to Agenda: none

Minutes from October meeting: Approved as written.

Motion to approve: Bob Seconded: Mac Approved: unanimous

Correspondence:

1. None
2. Congratulation emails sent to all successful council members and a “thank you for your service” email sent to Fred Haynes.

Business arising from minutes

Status of action items from last month:

Stuart: in progress: yellow Montane Violet signage, Royal Oak Burial Park letter not sent as it turns out the issue was with First Memorial – contacted via phone; petition re highway noise deferred at present

Carl: September minutes posted: rest in progress

Holly: done

Stew: in progress

Mac: in progress

Bob: in progress

Financial Report: Carl

1. Submitted via email
2. Two new members have signed up. This will be reflected in next month's numbers.
3. Outstanding cheque for \$75 re road mural still outstanding – we will continue to hold the funds as outstanding for six months.

Financial report dated November 15, 2022 was submitted for approval.

Motion to approve: Bob Seconded: Barb Approved: unanimous



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Committee reports / actions:

1. Noise Wall (Stew)
 - a) Nothing new to report at present.
 - b) Letter sent to Dean Murdock by Stuart to confirm status of noise wall
2. Membership (Mac)
 - a) 2 more members signed up – now 231
 - b) 2023 campaign – kickoff in January
3. SCAN (Mac) – November 3rd meeting
 - a) Discussion around inclusive housing – doesn't involve our community at present.

Old Business

1. AGM preparations (Stuart)
 - a) Location: Douglas Fir Room, Commonwealth Place
 - b) sign in – Barbara to do (compare with current members' list)
 - c) name tags- Stuart will bring
 - d) room layout – head table, podium, projector table, food/coffee table, and audience seating (set up at 6:30)
 - e) refreshments – Mac to arrange for coffee, tea, and cookies
 - f) projector test - Carl has checked it out and ensured that it is working; Carl will bring computer and extension cords.
 - g) candidates' names to be put in a word document and projected onto wall
 - g) guest speaker has a PowerPoint– honorarium not expected; Christmas poinsettia to be purchased – Holly to purchase
 - h) door prizes – 4 Thrifty \$25 cards; Holly to purchase; Stuart has tickets for draw
 - i) meeting agenda on PowerPoint and some hard copies
 - j) overview of AGM agenda: membership fee for 2023 - anticipate keeping it at \$10 per member
 - k) Stuart to bring forward goals for 2023 and solicit attending members priority input

New Business

1. FCA website maintenance (Carl)
 - a) need for regular updates on software for webpage
 - b) Geeks on the Beach company (Jonathan) will look after routine website maintenance for \$30 per month. For \$116 per hour (charged by the minute) they will do updates – estimate \$230 per year to put minutes and financials on every month. We can customize what we require and they will provide an estimate. We would also pay approximately \$100 per year for website. It is important to maintain a secure website as our records are kept on it.

Motion: To enter into a contract to maintain updates and security for our FCA website at a maximum cost of \$600 per year.

Moved: Holly Seconded: Mac Approved: Unanimous



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2. Left over road mural paint (Stuart)
 - a) Stuart has documented left over paint amounts and colours, paintbrushes and supplies - currently held at Stuart's place.
3. Invitation to new counsellors / mayor
 - a) Mena Westhaver has expressed an interest in coming to a meeting in the future. The new Board will discuss inviting Mayor Murdock, etc. in the new year.
4. Calendar review - information and notification items to be done after AGM

Other Business

1. Round table

Motion to adjourn: Barb

Seconded: Mac.

Approved: unanimous

Next AGM: November 24, 2022

Next Directors' Meeting: **December 14, 2022**

Location and time: 7:00 – 9:00 pm TBA

Action Items:

Stuart:

- Check to see if Saanich will post a sign explaining the significance of the Yellow Montane violet
- Keep a file of monthly photos of the road mural to document wear
- Check with community members re running for the Board of Directors
- Send out final reminder email to community members re AGM
- Bring nametags to AGM
- Complete PowerPoints for AGM (agenda, candidates for election, focus points)

Carl:

- Post the October minutes on the website
- Give Barbara a membership list for AGM sign in
- Ensure that the projector is ready for the AGM
- Arrange for a contract for website updating and security.
- Work with Bob to develop a policy for advertising in the Falaise Focus

Holly:

- Forward the October minutes to Carl for the website
- Make hard copies of the 2022 agenda and the 2021 AGM minutes for the AGM
- Purchase a poinsettia plant as an honorarium for our speaker
- Purchase four \$25 Thrifty Gift Cards as door prizes

Stew:

- Continue to monitor progress on the noise wall



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Mac:

- Check results of the Falaise Drive Road survey done in November 2021 to see if data can provide some additional support for our request for safety upgrades for Falaise Drive
- Continue to work on road safety projects and liaise with Saanich Engineering (including parking on the verge by the park)
- Arrange for refreshments for the AGM

Bob:

- Work with Carl on drafting a policy re advertising in the Falaise Focus
- Arrange for delivery of the AGM notice to volunteers to deliver

Barbara:

- Arrange items for AGM sign in of members
- Assist with distribution of AGM notices