



Falaise Community Association
Growing a stronger community together

Minutes of the Directors' Meeting- Dec. 10, 2023

Location: President's home (Stuart Macpherson)

Time: 10:00 am – 11:30 am

Attendees: Stuart, Mac, Carl, Barbara, Holly, Glen, Hardeep, Graham

Opening remarks (Stuart):

The AGM went well. The Coastal Heat Pump team had a great presentation complete with a demo unit. We will forward a thank you note to them and a small honorarium (distillery tickets). The concrete part of the highway barrier is ready to be installed mid-December.

Business Meeting:

Additions to Agenda: focus points for 2024, January newsletter

Minutes from Nov. 20 /23 meeting:

Approved as written.

Motion to approve: Carl Seconded: Graham Approved: unanimous

Correspondence: none

Business arising from minutes

Status of action items from last month:

Stuart: done except for picnic table item and brief to council re tree screen.

Carl: done

Holly: done

Mac: done

Barbara: done

Financial Report: Carl

1. Financial report dated December 10/23 was submitted for approval.
 - a) AGM expenses have been included in the statement.
 - b) Stuart and Carl have set up e-transfers at the bank to pay expenses.

Motion to approve: Glen Seconded: Mac Approved: unanimous

Committee reports / actions:

1. Highway barrier project (Stuart)
 - a) The first phase with MOTI is underway.



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- b) The second phase with tree planting in coordination with Saanich has not yet been resolved.
- c) Stuart will send out an email to the community re watering options for trees.
- 2. Membership (Mac)
 - a) 2024 membership drive will begin in January and hopefully completed by March.
 - b) An email will be sent out by the president in early January asking residents to sign up. Door knocking will begin in February.
 - c) Mac will provide notes re registrar position job description and usual procedures for record keeping to Glen.
- 3. SCAN (Mac)
 - a) There is a new committee. The OCP will be discussed at next meeting.

Old Business

- 1. Park picnic table meeting Dec. 12th (Stuart)
 - a) The Falaise memorial sign will be moved so that it does not impact the toboggan run.
 - b) The picnic table site will be approved, and finances re the picnic table costs discussed.

New Business

- 1. Allocation of Directors' roles (Stuart)
 - a) President: Stuart Macpherson
 - b) Vice-President: Graham Stone
 - c) Treasurer: Carl Ross
 - d) Secretary: Holly Holt
 - e) Registrar: Glen Schoepp
 - f) Webmaster: Carl Ross
 - g) Newsletter: Carl Ross
 - h) Social events: Hardeep Kaur, Barbara Ross
 - i) Facebook coordinator: Graham Stone
 - j) Issues management: Graham Stone, Mac Nanton, committee members as required
 - k) SCAN representative: Mac Nanton
- 2. Highway tree watering – community consultation (Stuart)
 - a) Stuart will send out email to community.
- 3. Thank you to Stew Vinnels (Holly)
- 4. Family Day February 2024 (Holly)
 - a) Barbara and Hardeep will arrange/coordinate.

Motion: To approve up to \$600 for entertainment, \$400 for the hall and \$700 for food and activity supplies/prizes for the February 2024 Family Day event.

Moved: Holly

Second: Graham

Approved: unanimous



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5. Administration items – annual report to government (Societies Online)
 - a) Holly will submit by December 15.
6. Christmas cards to Saanich council/MLA/ MOTI/Community businesses (Holly)
7. Calendar review (Holly)
 - a) Calendar to be updated for 2024
 - b) Directors to pay dues in January
 - c) Meetings to be held on the second Monday of each month
 - d) Consent to Serve forms to be completed and put on website
 - e) Carl to set up emails and admin access for new directors
8. Focus points for 2024
 - a) Directors to look at them and finalize priorities next meeting.
9. January newsletter (Carl)
 - a) publication date mid-January
 - b) all directors to submit Director's bio to Carl for the newsletter
 - c) historical community article – Barb
 - d) articles to be submitted to Carl by early January
 - e) highway barrier article

Other Business

1. Round table – 928 Falaise Crescent: original developer is now selling the empty lot and may sell the lot with the house on it as well.

Motion to adjourn: Glen

Seconded: Hardeep

Approved: unanimous

Next Board Meeting: **January 8, 2024** Location and time: 7:00 – 9:00 pm Commonwealth Place

Action Items:

Stuart:

- Meet with Saanich Parks re the picnic table and relocation of memorial sign
- Send brief to council re tree screening of highway barrier
- Change date on Focus Points to 2024 and send to Carl to post on website
- Send out email to the community re watering options for highway tree screening
- Send out community email in early January re payment of membership fees
- Review Focus Points for 2024 / send out draft to Directors for review
- Pay membership fees early January
- Submit updated Director bio to Carl by early January

Carl:

- Post November 20th minutes on the website
- Post draft AGM 2023 minutes on the website
- Update contact information for official FCA emails and access to admin website
- Begin compilation of January newsletter



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- Review Focus Points for 2024
- Put "Consent to Serve" forms on website
- Update personal Director bio for newsletter
- Pay membership fees early January

Holly:

- Forward the November minutes to Carl for the website
- Send out Christmas cards to mayor, council, MLA, etc.
- File Annual Report and Statement of Directors by Dec. 15th
- Update contact information for official FCA emails
- Directors to complete "Consent to Serve" forms
- Send Thank You card and honorarium to Coastal Heat Pump team
- Update calendar for 2024
- Review Focus Points for 2024
- Pay membership fees early January
- Submit updated Director bio to Carl by early January
- Send Mac list of proposed Directors' meeting dates for 2024

Graham

- Pay membership fees early January
- Review Focus Points for 2024
- Submit Director bio to Carl by early January (for newsletter)

Glen

- Pay membership fees early January
- Meet with Mac re transfer of Registrar duties
- Review Focus Points for 2024
- Submit Director bio to Carl by early January (for newsletter)

Hardeep

- Pay membership fees early January
- Meet with Barbara to coordinate Family Day planning
- Review Focus Points for 2024
- Submit Director bio to Carl by early January (for newsletter)

Mac:

- Pay membership fees early January
- Meet with Glen re transfer of Registrar duties
- Review Focus Points for 2024
- Submit updated Director bio to Carl by early January
- Check with Saanich Commonwealth Place re room for 2024 FCA meetings



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Barbara

- Pay membership fees early January
- Meet with Hardeep to coordinate Family Day planning
- Review Focus Points for 2024
- Submit updated Director bio to Carl by early January