Falaise Community Association
Growing a stronger community together

Minutes of the Directors' Meeting- January 8, 2024

Location: Saanich Commonwealth Place **Time: 7:00 - 9:15 pm**

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

Opening remarks (Stuart):

1. Reminder that all directors are required to pay their dues by first meeting in January. This has been done.
2. An email has gone out to the community re potential options for the watering of trees by the highway barrier.

Business Meeting:
Additions to Agenda: none

Minutes from Dec. 10/23meeting:
Approved as written.
Motion to approve: Glen Seconded: Graham Approved: unanimous

Correspondence:

1. There was an anonymous email sent to info@falaise citing concerns that the FCA has been promoting a specific politician in our newsletters. They stated that "he" had been mentioned twice in the most recent newsletter. No context nor identification was provided. Stuart reiterated that the FCA does not endorse politicians nor candidates. No follow-up is needed as the comment was anonymous.
2. Correspondence from Saanich stated that the updated OCP is now on the website.

Business arising from minutes
<u>Status of action items from last month:</u>
Stuart: briefing to council re tree screening of highway barrier not yet completed
Graham: done
Carl: done
Holly: done
Mac: done
Barbara: done
Glen: done
Hardeep: done

Financial Report: Carl

Financial report dated Jan. 5/24 was submitted for approval.

a) In 2023 we spent $700 more than we brought in.
b) Carl to create a budget for 2024 to ensure adequate funding for future anticipated expenditures.

Motion to approve: Glen Seconded: Holly Approved: unanimous

Committee reports / actions:

1. Highway barrier project (Stuart)
   a) Completion of concrete blocks and screens to be done early this year.
   b) Planting of tree screening: Saanich Parks has indicated that they will not plant trees within 3 meters of the water line which runs along the highway. This impacts the number of trees that they anticipate planting and the distance between trees. There are concerns that this plan will not provide a consistent screening effect.
   c) It is important to determine the actual location of the water line as no one seems to know exactly where it runs. Monty Fisk (operations manager for Don Mann Excavating) is looking at the logistics of putting in an irrigation system for the trees if the planting goes ahead.
   d) Trevor McCall has concerns about not having input into the highway barrier design. He has received all information that the community has received through community emails and newsletters.
   e) A resident has sent an email to FCA objecting to the proposed barrier. He is concerned that it will cause flooding for his property. Stuart will respond to his concerns by referring him to MOTI.
2 Membership (Glen)
   a) Glen met with Mac and Bob to review the spreadsheet that has historically been used. He has set the program up on his computer.
   b) Glen has taken possession of receipt books and canvassers' packages in preparation for the 2024 membership drive.
   c) An email will go out in January re e-transfers of memberships. Membership drive will begin in February and hopefully conclude at the end of March (Canvassers: Glen, Barbara, Hardeep, Stuart)
   d) Bob Lucy will print identification cards for canvassers prior to the February membership drive.
3. SCAN (Mac)
   a) Unable to attend January meeting – nothing to report.
   b) At February meeting, Mac will encourage other CAs to approach Saanich to consider an increase in the annual CA grant. The FCA will consider sending a letter to Saanich after input is received from other CAs.

Old Business

1. New directors on-boarding (Stuart)

a) Copies of bylaws, etc. have been sent out to new directors.

2. Park picnic table meeting Dec. 12th and forward action (Stuart)
   a) Saanich will relocate memorial sign so that it does not interfere with the toboggan hill.
   b) Picnic table will be cost-shared 50/50 between Saanich Parks and FCA. Donations will be solicited from the community and FCA will cover remainder up to $2000. Final decision and motion will be determined after draft budget is created.
3. Family Day – Feb. 19th at McCalls (Hardeep)
   a) location: Trevor McCall has not yet confirmed 2:00 – 4:00 pm
   b) entertainment: DJ – unable to get hold of
      Donald Dunphy: rates are up $250 for magic show only
      J J Entertainers are available
   c) kids' activities – Holly and Hardeep to collaborate on ideas (Holly to purchase supplies/prizes)
   d) refreshments- desserts, cheese and crackers, fruit platter, juice, coffee/tea/water for 100
   e) publicity – Bob to do a flyer for distribution; article in Falaise Focus, Stuart to send out an email to the community
4. Winter newsletter (Carl)
   a) Almost ready to review. Will be sent out to directors within the next 3 – 4 days for review and then send out for printing.
5. Focus Points for 2024 (Stuart)
   a) Points distributed by Stuart for approval. Agreement to delete the final point as it is covered under point 2.

Motion: Move to approve the Focus Points for 2024 with the understanding that this is a living document.
Motion to approve: Glen Seconded: Graham Approved: unanimous

New Business

1. 2024 Calendar approval (Holly)
   a) To be posted on the website when approved.

Motion: Move to approve the FCA calendar for 2024.
Motion to approve: Glen Seconded: Hardeep Approved: unanimous

Other Business

1. Round table: Graham brought forward concerns re the current security status of our FCA Facebook page. He will investigate different ways to have the membership access the information. He will create controls so that only our community members can access it and communicate via it.

Motion to adjourn: Barbara Seconded: Mac Approved: unanimous

Next Board Meeting: **February 12, 2024** Location and time: 7:00 – 9:00 pm Commonwealth Place

Action Items:

Stuart:

- Send brief to council re tree screening of highway barrier
- Continue to liaise with MOTI, Saanich Parks and Don Mann Excavating re highway Barrier
- Respond to resident re flooding concerns
- Send out community email re payment of membership fees
- Send out a "Save the Date" to the community for the Family Day event
- Ask Bob to create Family Day flyers
- Amend Focus Points for 2024 as per discussion and send to Carl to put on the website

Carl:

- Post December 10th minutes on the website
- Create a draft budget for 2024
- Post Focus Points for 2024 on the website
- Post the 2024 FCA calendar on the website
- Collaborate with Glen re distribution of Family Event Flyers
- Arrange for printing and distribution of Falaise Focus

Holly:

- Forward the December minutes to Carl for the website
- Send 2024 FCA calendar to Carl to be posted on the website
- Purchase prizes for Family Day event
- Liaise with Hardeep re children's activities for the Family Day event

Graham

- Look into modifications to FCA Facebook page to make it more secure.

Glen

- Prepare for February membership drive
- Collaborate with Carl re distribution of Family Day flyers

Hardeep

- Confirm location of Family Day event
- Confirm entertainment for Family Day event
- Liaise with Barbara re food/refreshments for Family Day event
- Liaise with Holly re children's activities for Family Day event

Mac:

- Attend February SCAN meeting

Barbara

- Liaise with Hardeep re food/refreshments for the Family Day event