Falaise Community Association
Growing a stronger community together

Minutes of the Directors' Meeting- November 4, 2024

Location: President's home **Time: 7:30 – 9:30 pm**

Attendees: Stuart, Mac, Carl, Barbara, Holly, Graham, Glen, Hardeep (Zoom)

Opening remarks (Stuart): Trees along the highway barrier will be planted tomorrow. MOTI will be installing the screen barrier later this month.

Business Meeting:
Additions to Agenda: none
Minutes from September 9/24 meeting:
Approved as written.
Motion to approve: Barbara Seconded: Graham Approved: unanimous

Correspondence:

1. MOTI: glare screen installation to be done in November and only as far as house before McCall's
2. Saanich Parks re tree planting
3. Broadmead Village Administration re "residential parking only" areas in Falaise community: they have been advised and will notify their tenants
4. Saanich engineering re visibility of "residents only" parking signs – they will be upgrading the signs

Business arising from minutes
<u>Status of action items from last month:</u>
Stuart: All candidates meeting was cancelled; done
Carl: done
Holly: done
Graham: done
Glen: done
Hardeep: done
Mac: not done - contact Saanich re parking concerns
Barbara: done

Financial Report: Carl
Financial report dated November 2, 2024 was submitted for approval.

a) 221 paid members at present
b) Has sent financial information to auditors for AGM

Motion to approve: Glen Seconded: Graham Approved: unanimous

Committee reports / actions:

1. Highway barrier project (Stuart)
   a) Update: MOTI will be installing barriers in November
   b) Embankment tree planting: Saanich scheduled to plant them November 5
   c) ROBP – verbal agreement with CEO re watering of trees
2. Membership (Glen)
   a) New residents on Adeline. They will join now with membership dues waived until next year.
   b) 223 members (includes 2 new residents whose fees have been waived until next year)
   c) For next year: perhaps ask residents to respond to special events with numbers if they anticipate attending (includes Family Day, Halloween, etc.)
3. SCAN (Mac)
   a) Mac unable to attend. Next month's meeting will have Dean Murdock there discussing community plans. Some FCA directors may attend to assess potential impacts for the community.
4. Falaise Park update (Stuart)
   a) Winter preparations: tree cages, etc. to be organized to assist trees and plants in wintering successfully.

Old Business

1. FCA Facebook (Graham)
   a) 30 members at present. 83 people / groups are following the group.
   b) There is a second Facebook group for mothers in our community. Stuart to contact the administrators (Stephanie Assunda; Kira Tozer) to see if we can include information on the group in our Welcome Letter.
2. Halloween Report (Hardeep)
   a) 45 children attended.
   b) For next year – perhaps do 55 bags.
   c) For next year – move location to playground area?
   d) additional decorations should be purchased for next year
   e) Generator was very helpful to power lights, etc. Steve provided it – Stuart to send thank you note.
3. Fall Newsletter (Carl)
   a) completed and delivered
   b) 4 advertisements were purchased

New Business

1. November / December calendar (Holly)
   a) AGM November 20th
   b) December – several administrative items to be completed after the AGM as per calendar
   c) December – Christmas cards will need to be sent out

   d) Next meeting with new board: December 9th
2. AGM planning (Stuart)
   a) Date: Wednesday, Nov. 20th
   b) Time: 7:00 – 9:00 pm
   c) Attendees: community members
   d) Stuart to send out email by Nov. 6
   e) Bob has designed the flyer to be sent out Nov. 13
   f) Room has been booked and projector will be set up
   g) Refreshments: Hardeep (25 people)
   h) Door prizes: 2 poinsettias (Holly) and Starbucks gift card ($25) for honorarium for Wade Roberts (Stuart to bring draw tickets)
   i) Auditors: Cyril Kelly and Nicki Cameron will present report
   j) Quorum requirement: 10 members or 10% of membership (22) – Glen to do sign in
   k) Speaker: Wade Roberts of Wade Robers Plumbing – "The Issue with PolyB piping"
   l) Photocopy minutes from 2023 AGM for approval at meeting (Holly); insert in PowerPoint
   m) Set agenda and photocopy for meeting (Stuart)
   n) Focus Points for 2025 (Stuart)
   o) President and Committee reports (Carl, Glen, Stuart); include anticipated Focus Points for 2025
   p) Stuart to inform those running for the board to be prepared to share brief bio at the meeting
   q) Election of new board to be run by Holly
3. Speeding on Falaise Crescent (Stuart)
   a) Still in communication with Saanich re traffic calming on Falaise Crescent (Chris Nelson and Alan Taylor)

Other Business

1. Round table: suggestion of light needed on path between Royal Wood Court and Falaise Crescent (Mac)

Motion to adjourn: Glen Seconded: Graham Approved: unanimous

Next Board Meeting: **December 9/24** Location and time: 7:00 pm Commonwealth Place

Action Items:

Stuart:

- Continue to liaise with all stakeholders re highway barrier
- Attend December SCAN meeting with Mac (and possibly other directors)
- Speak to Falaise Mothers' Facebook group administrators (Kira Tozer, Stephanie Assunda) re adding info on this group to the FCA welcome letter

- Send out community email re AGM by Nov. 6th
- Create PowerPoint for AGM (with info from committees, etc.)
- Arrange for auditors for the AGM
- Bring raffle tickets, name tags and pens to AGM
- Create AGM agenda: photocopy for meeting
- Create President's report (summary of 2024 activities) for AGM
- Create draft of ideas for 2025 Focus Points for AGM
- Send Thank You card to Steve for loan of his generator (Halloween event)

Carl:

- Post Sept. 9th minutes on the website
- Arrange for distribution of "notice of AGM" flyers by Nov. 13th
- Set up projector at AGM
- Prepare Treasurer's report for AGM

Holly:

- Forward September minutes to Carl for the website
- Send November draft minutes to Directors
- Purchase door prizes and honorarium gift for AGM
- Photocopy AGM minutes from 2023
- Set up format for election of directors

Graham

- Act as administrator and moderator for the new FCA Facebook group

Glen

- Continue to monitor / welcome new residents
- Prepare a Registrar's report for the AGM

Hardeep

- Purchase refreshments (except for coffee) for AGM

Mac:

- Attend next SCAN meeting
- Contact Saanich re parking concerns along Falaise Drive
- Arrange for coffee for AGM
- Arrange for availability of screen and projector and room set up for AGM