



MINUTES

Meeting of the Board of Directors

Date: 8-Nov-2022

Time: 7:00 pm

Location: Pioneer Room

Directors: Bryan McKinnon (Chair), Gypsy Mama, Judy Khemchand, Samantha Statton

Interim Manager: Tammy Collingwood

Regrets: Cora Moret, Rebecca Thacker, Hannah Schwartzentruber

1. Motion to accept Minutes 11-Oct-2022.

Motion: JK Seconded: SS Carried

2. Motion to accept Agenda

Motion: JK Seconded: BM Carried

3. Motion to appoint Bryan McKinnon Chair

Motion: GM Seconded: SS Carried

4. Manager's Report

- a. The Operations Manager position will be posted in the new year.

- i. Tammy Collingwood resigned from the Board and is currently the Interim Operations Manager

- b. Trial Positions (Hours taken from Ops Manager weekly hours)

- i. Financial Administration Coordinator (12 hours), Janice Tomlinson
- ii. Website & Promotions (2 hours per week), Anastasia Avvakumova

- c. Holiday Market

- i. Saturday December 10, 2022
- ii. Volunteers are needed
- iii. Board members are needed onsite

- d. Community Classes & Activities

- i. Volunteer Facilitation
- ii. \$5 drop in fee for participants which goes to SCCA
- iii. If Facilitator wants to earn more money they can take on the risk, rent the hall and keep revenue
- iv. GM: Suggestion - \$5 pre-purchase rate and \$10 drop-in fee

- e. Sound System Testing
 - i. Brian Scott and Zack are volunteering on set up, training
 - ii. Zack (who set up the system) donated a soundboard
 - f. Debrief: Denise Maile / Cortes QiGong Letter to Tidelines
 - i. Bryan and Denise spoke on the phone after the tideline notice appeared.
 - ii. Staff Directive: Hall staff will provide members booking rooms with written confirmation and specific details of the space they have booked at the time of booking.
 - iii. Tammy issued clarification and apology on Tideline.
 - g. Pottery Studio Rental Space
 - i. Pottery studio committee will be meeting with Bryan to negotiate 2023 rental increase.
 - ii. Pottery studio has asked for the Board to clarify if the SCCA will be upgrading the space, including new windows and insulation.
5. Motion: The SCCA will not be able to upgrade any spaces in the hall at this time.
Motion: BM Seconded: JK Carried.
6. Playschool Manager's Report WRITTEN SUBMISSION:
- Playschool Report Nov 22**
- The playschool has 13 kids enrolled
 - We have been open 4 days weekly since Oc 24th and are supporting this expansion through:
 - drop ins
 - volunteers
 - application for another license to include children of all ages
 - We had our annual licensing inspection Oct 27th and passed without issue.
 - We had planned to hire another staff member and upon further budget analysis decided to support existing staff through an increase in wages.
 - Support Staff \$22
 - Manager \$25
 - We have an active funding agreement for the Childcare Operating Fund and should receive our first two payments any day. This is a government program that provides monthly payments to childcare providers based on enrollment.
 - Bryan/Tammy was able to apply for the gender equity grant to support the playschool.
 - We may be able to access more funding through the new spaces fund, which is a project based initiative from the provincial government. I believe we have until the end of December to apply. A new playground & infant/toddler spaces are both projects for the playschool that could use investment.
7. Motion: Parents & Tots needs to be operated separately from Playschool, with parent volunteers facilitating the activities, and staff support (if any) limited to helping parents find equipment. Motion: JK Seconded: BM Carried

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8. Discussion Parents & Tots: Contemplating motion to restrict food and beverage service during Parents & Tots due to allergies, insurance etc.
 9. Motion: The Playschool / Groupcare program will maintain focus exclusively on pre-school 3 to 6 year olds. Motion: JK Second: SS Carried.
 10. Motion: The SCCA is declining Manda Aufochs Gillespie's proposal to convert the Thrift Store into rental space for a Literacy Center. The Thrift Store will continue for the foreseeable future.
 11. Health & Safety: Tammy Collingwood will
 - a. Review and set the Janitorial schedule to ensure the hall is cleaned whenever food is served in the hall (Cortes Cafe, other events) to minimize pests;
 - b. Arrange for a bucket with sand and salt to be available outside of the hall for easy access to pathways during periods of icy conditions
 12. Finance Committee
 - i. Distributed: SCCA 2022-2023 Draft Budget for SRD
 - ii. Final Draft will be available when bookkeepers have completed November.
 13. Meeting Adjourned 8:45 pm

AGENDA

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Interim Manager: Tammy Collingwood

14. Review Previous Board Minutes
 - a. Attached: SCCA Board DRAFT Minutes 11-Oct-2022
15. Interim Manager's Report
 - a. Holiday Market
 - b. Board Volunteers
 - c. Community Classes & Activities
16. Playschool Manager's Report
17. Literacy Centre vs Thrift Store
18. Health & Safety: Emergency Support Services
19. Committee Reports (if any)
 - a. Programs Committee
 - b. Kitchen Committee
 - c. Finance Committee
 - i. SCCA 2022-2023 Draft Budget
20. New Business
21. Adjournment