



SOUTHERN CORTES COMMUNITY ASSOCIATION

# MINUTES

## *Meeting of the Board of Directors*

**Date:** 10-Jan-2023

**Time:** 7:00 pm

**Location:** Pioneer Room  
Zoom

**Directors:** Bryan McKinnon, Cora Moret, Gypsy Mama, Judy Khemchand, Samantha Statton, Rebecca Thacker. **Regrets:** Hannah Schwartzentruber,

**Staff:** Tammy Collingwood (Executive Director)

1. Meeting called to order 7:05 pm.
2. Motion to Accept Board Minutes SCCA Board DRAFT Minutes 6-Dec-2022
  - a. Motion: CM Second RT. Carried (Unanimous)
3. Interim Manager's Report
  - a. Grants
    - i. Gender Equality Grant confirmed, \$17,500
    - ii. Fire Mitigation & Covid Recovery Grants in progress
    - iii. Submitted: Destination BC Programs & Activities updates
  - b. Facilities
    - i. Community Kitchen Dishwasher is now fully operational
      1. Julie's Cafe can now be granted full cafe license
    - ii. Ben Armstrong has been providing contract maintenance services
  - c. Community Resource Program
    - i. Hall office is staffed 4 days a week, 1-4
    - ii. New forms & policies in progress
      1. Short-Term Rental Forms
        - a. Now includes pricing for event marketing & promotions
      2. Friday Market
        - a. Planning upcoming vendors meeting
        - b. Introducing seasonal pricing
      3. Gypsy Mama and Cora Moret will review and offer feedback on new pricing and policies
  - d. Events
    - i. Discussion on investing in dedicated events marketing coordinator
    - ii. Planning begins: Hidden Treasures Night Market
    - iii. Rex Wyler has booked a second Trivia Night

#### 4. Playschool

- a. The Playschool has been granted multi-age licensing, which allows daycare services for children 0-30 months.
- b. The Playschool Playschool manager is asking the board to approve expansion to include all ages.
  - i. Monday & Wednesday: 9 am to 1 pm / allow children 0-6 years
  - ii. Tuesday & Thursday: 9 am to 1 pm / limit to children 30 months - 6 years
- c. Motion to continue to limit the playschool to children 30 months to 6 years, and review future expansion to multi-ages in April 2023.
  - i. Motion: BM Second JK Carried (Unanimous)
- d. The playschool manager will be invited to make a full presentation at a special Board on Wednesday February 8, 2023.
- e. The Gender Equality Project will engage parents and broader community regarding age groups, mixing ages, Playschool vs daycare, parent involvement, etc.

#### 5. Board Chair's Report

- a. General Meeting of Members - Sat Jan 14, 2023, 2 pm
  - i. Review & Feedback on presentation
  - ii. SRD Tax Revenue Allocation 2023 Request: \$50,050
- b. HR
  - i. Tammy Collingwood was hired on 9-Jan-2023 as the SCCA's Executive Director
    1. \$25 / hour. Administrative hours are capped to a total of 40 hours per week, with Finance & Admin Coordinator 12, Contract 4, and Executive Director working as required up to 24 hours per week, with the goal to reduce to 8 hours per week once staffing needs and positions have been identified and filled (Spring / Summer 2023).
- c. Long Term Tenants
  - i. 2023 Leases complete and ready for signing
  - ii. Pottery Guild Exception
    1. Resolving safety issues with regards to electrical, and toxicity
    2. Tenant Liability Insurance must be in place by end of February

6. Committee Reports

a. Kitchen Committee

- i. Motion to change the status of the Kitchen Committee from Standing Committee to Ad Hoc Committee. Motion RT Second GM Carried.

7. Meeting adjourned 8:56 pm