



SOUTHERN CORTES COMMUNITY ASSOCIATION

MINUTES

Meeting of the Board of Directors

Date: 8-Feb-2023

Time: 7:00 pm

Location: Pioneer Room
Zoom

Directors: Bryan McKinnon, Gypsy Mama, Judy Khemchand, Samantha Statton,
Staff: Tammy Collingwood (Executive Director)

Guest Staff: Hannah Schwartzentruber, Catriona Vega

Regrets: Rebecca Thacker, Cora Moret

1. Meeting called to order 7:05 pm.
2. Motion to Accept Board Minutes [SCCA Board DRAFT Minutes 10-Jan-2023](#)
 - a. Motion: SS Second BM. Carried
3. Playschool Staff Discussion
 - a. Playschool has received license to extend ages under 3 years
 - b. Discussion arising from Board Motion January 10, 2023
 1. Motion to continue to limit the playschool to children 30 months to 6 years, and review future expansion to multi-ages in April 2023.
 - a. Motion: BM Second JK Carried (Unanimous)
 - c. Staff agreed that they are now ready to test bringing in 2 children under 30 months, alongside the 4 children 30 months and older who are regularly attending Playschool Mondays and Wednesdays, 9-1.
 - d. Decision: Board will conduct survey with parents with children currently enrolled at the playschool, by end of February, to seek input on running a pilot program to extend ages below 30 months Mondays and Wednesdays, 9-1.
4. Executive Director's Report
 - a. Playschool
 - i. Roles & Responsibilities
 1. Hannah Schwartzentruber is the Lead Facilitator
 2. Tammy Collingwood is the new Manager of Care
 3. Janice Tomlinson, Finance & Admin Coordinator is assuming responsibility for receivables and payables
 - ii. Friday Market Meeting 4-Feb-2022
 1. 20 vendors attended
 2. Input gathering session to examine existing policies, and develop new policies, in terms of Market start times, table placement, pricing etc.
 3. Positive feedback from vendors on recent promotions by Anastasia Avvakumova
 4. Tammy will compile feedback and distribute draft policies
 - iii. CCEDA, Cortes Island Foundation, and SCCA meeting
 1. Discussion on the future of Village Commons
 2. CIF has assumed ownership of the Village Commons
 3. Invitation was extended to SCCA:
 - a. once Rainbow Ridge pathways have been constructed

- b. to apply to extend one or more Friday Markets in the summer from SCCA grounds into the Village Commons area
 - c. Insurance would need to be worked out
 - iv. Staffing
 - 1. Finance & Administration Coordinator
 - a. Janice - 3 month review and goal setting meeting coming up
 - 2. Programs & Events Hiring
 - a. Job posting is up and application period ends February 15,2023
 - b. 8-12 hours per week, \$23 an hour, permanent position
 - c. Hall Bookings, Friday Markets, special events
 - 3. Contract Janitor
 - a. Josee Gagnon and Tammy toured the premises, and reviewed cleaning guidelines for each space
 - b. Josee reported that there have been a few incidents of vandalism at the skatepark, and people dumping garbage.
 - c. Board asked Tammy to install security cameras, and hire someone quickly to thin trees for increased visibility.
 - v. Rentals
 - 1. Long Term Tenants
 - a. Cortes Community Radio, Women's Centre, FOCl, Mark Vonesch/Reel Youth leases finalized
 - b. Women's Centre - back rent owing, investigating, probably due to SCCA 2022 transition pains
 - c. Potter Guild, awaiting news if they can receive liability insurance before pursuing long term lease
 - 2. CISS
 - a. Near finalized agreement - signing next week
 - b. CISS suggested increasing annual rent from \$1800 to \$2139
 - vi. Night Market
 - 1. 21 Vendors booked / interested
 - 2. Includes child minding, live music, and food provided by Fenella (volunteering)
 - 3. 4 night markets planned, first is Saturday Feb 18
 - 4. Gaming license for 50:50 draw acquired
- 5. Board Chair's Report
 - a. Finance
 - i. King Solutions
 - 1. Bookkeeping Costs are high
 - 2. Bryan is working with Janice to bring costs down
 - b. Motion to approve Janice Tomlinson as a CCCU bank account signer
 - i. Moved: BM Seconded: SS. Carried.
 - c. SRD Tax Funding
 - i. Bruce Ellingsen, Mark Vonesch & Bryan McKinnon met post SCCA General Meeting.
 - ii. Mark Vonesch presented SCCAs desire for increased funding to the SRD budget meeting.
- 6. Meeting adjourned 8:30 pm