



SOUTHERN CORTES COMMUNITY ASSOCIATION

MINUTES

Meeting of the Board of Directors

Date: 12-Dec-2023

Time: 6:00 pm

Location: Pioneer Room/Zoom

Directors: Carolyn Howson, Karen "Gypsy Mama" Jones, Bryan McKinnon, Cora Moret, Rebecca Thacker, Susanna Bonner

1. Review Previous Board Minutes

- a. Attached: SCCA Board DRAFT Minutes Previous Meeting

MOTION to approve Minutes: BM. Second CH . Motion Carried

2. President's Report

- a. CRM + Facility Booking Customized Software package (HR grant)

Cora has been approached by a company that can customize CRM software for Hall Bookings, and comes with 300 free MS Office 365 that can be distributed to community.

MOTION for the Board to obtain 3 quotes, including both existing subscription packages, and the customized system pitched to Cora. BM. Seconded CM.

- b. Media centre/Thrift Store

Given the lack of activity in the Thrift Store during the winter months, Cora proposes testing the space as a media center. Two computers have recently been donated, and the office is set to purchase a colour printer.

The Board agrees that any new venture in the space must deliver at least \$1500 per year, which is what Thrift Store has consistently achieved.

Cora will be gathering more information about media centers and potential funding opportunities, and will be meeting with Cortes Island Foundation and the high school principal, and will report back to the Board.

c. Rex Wyler, Science Series, STEM Grant funding

INFO: Programs: Rex Weyler will be hosting a series of events for youth, leading up to a Science Fair in June.

d. Electrical Updates

Electrical panels are aging. One circuit has shorted in one of the panels near the kitchen, another panel also needs replacing soon. Cora obtained a quote from Kenny, to replace two panels for roughly \$1500.

MOTION: The Board approves hiring Kenny to complete the work of replacing the two panels for the quoted price. CM. GM seconds. Motion carries.

3. HALL MANAGER REPORT

a. SEE ATTACHED

b. Discussion arising from Hall Manager's Report

- i. Julie Keith and Sandy Keith are reviewing a new contract for Julie's Cafe to continue 3 days a week until March. They are reviewing if they will continue into the summer. The relationship between SCCA and Julie's Cafe remains strong.
- ii. The recently donated Espresso Machine requires repair work costing \$140, and has otherwise been completely refurbished by Nathaniel at no cost.
- iii. Julie's Cafe is not interested in using the Espresso Machine during Cafe hours, they will stick to filter drip coffee.
- iv. There is space in the Cafe Kitchen that is specifically set up for the machine, 220V outlet and water.
- v. The Espresso Machine requires users to be trained on handling and cleaning.
- vi. Cora suggests, provide notice to Julie and Sandy that the machine will be installed in the Cafe Kitchen close to the 3rd Annual Spring Equinox Event, with opportunities to train volunteers and staff how to properly use the machine.

MOTION: The Board approves spending \$140 to fix the Espresso Machine, to thank Nathaniel for volunteering to repair the machine. CM. BM seconds. Motion Carries.

4. Committee Reports (if any)

a. Finance Committee

i. Financial Report

1. January to October RAW numbers attached with notes.

ii. Choosing a date for SPECIAL GENERAL MEETING for SRD Budget Approval

MOTION: The Board approves to notify members that the annual SPECIAL GENERAL MEETING will be held Saturday, January 13th, at 10:00 am at Mansons Hall. BM. CM seconds. Motion Carries.

b. Fundraising and Events

i. Moon Dance fundraiser variety show and concerts

1. Request to allocate Cortes Day funds "Events Revenue" as seed money to test a series of monthly events, with the intention that the events will generate revenue and self fund future events.

MOTION: The Board approves to allocate \$1000 from Events Revenue, as seed money for the Moon Dance test. BM. RT seconds. Motion Carries.

c. Human Resources

i. Canada Summer Jobs Applications are open.

1. Cora and Bryan will aim for a 16 week student to support office, events, SYRP and Friday Markets.

d. PLAYSCHOOL

- i. See Attached Playschool Report
- ii. Rebecca Thacker and Gypsy Mama have been working with the Playschool team on program needs.

1. The Playschool will be purchasing Toys & Equipment from Playschool Budget:

- Magnetic alphabet and easel \$39.99 - learning the alphabet and colours.
- Outdoor excavator \$65 - encourages imaginative play, interest in construction.
- Toy cash register \$45 - math, fine motor skills, thinking and problem solving.
- Magna tiles - \$65 - encourages shape recognition, design, and learning colours.
- Sign language blocks \$60 - helps children learn some sign language
- Bucket balance \$60 - teaches measurement, builds observation skills.
- Geometric solids \$30 - teaches various shapes.
- Bilbo toy \$43x2 - develops gross motor skills, imaginative play.
- Construction site \$40 - Develops fine motor skills, encourages imaginative play, promotes interest in construction.
- World map jigsaw puzzle \$40 - hand eye coordination, memory.

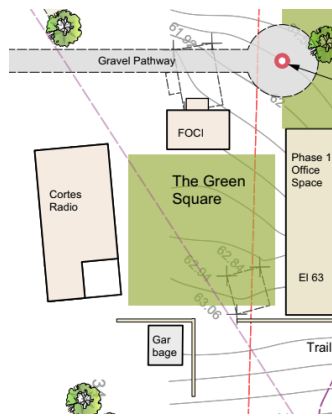
2. The Playschool Team will be visiting Quadra Island center on a networking and fact-finding tour.

MOTION: The Board approves the Playschool to spend money on purchase of toys and equipment as listed in the Playschool Report, and on paid staff hours to attend the Quadra Island one day trip. CM. GM seconds. Motion carries.

5. VILLAGE COMMONS PHASE 1 Plans

a. The Main Path and FOCI Building

- i. Discussion: the Board approves of the plans for PHASE 1, provided by Bruce Haden at the CICF and SCCA joint Village Commons presentation.
- ii. The Main Path to the Village Commons is the highest impact on SCCA property in PHASE 1, and the current plans suggest moving the FOCI building, by turning the building 90 degrees so the front door faces the new Path.
- iii. The Board is open to discussing moving the FOCI building to another location on the property, based on funding available for moving the building, installing suitable pad/footings to support the building, and safely reconnecting BC Hydro wires, above or underground as necessary, to both the FOCI building, and the Radio Station building.
- iv. The Board would also require confirmation on a) whether the BC Hydro wires are high enough, or need to be relocated, in order to accommodate the proposed location of the path, and b) whether there is funding available.



MOTION: The Board approves notifying FOCI that their building will be moved from its current location on SCCA grounds, to accommodate *The Path* to the Village Commons as proposed in the Phase 1 plans. This move will only be accomplished if: a) funding is secured to i) hire contractors to safely move the building, ii) which includes paid contractors to install suitable concrete pad and/or footings to support the building, iii) and that by moving the FOCI building, both FOCI and the Radio Station (which are jointly linked to the BC Hydro line) will be safely reconnected to BC Hydro, at no cost to SCCA or it's tenants.