



SOUTHERN CORTES COMMUNITY ASSOCIATION

# DRAFT / M I N U T E S

## *Meeting of the Board of Directors*

**Date:** 4-Jul-2023

**Time:** 7:00 pm

**Location:** Pioneer Room

**Directors:** Carolyn Howson, Karen “Gypsy Mama” Jones, Bryan McKinnon, Cora Moret, Rebecca Thacker

1. Review Previous Board Minutes

- a. Attached: SCCA Board DRAFT Minutes 11-Apr-2023
- b. Motion: Accept SCCA Board Minutes 11-Apr-2023
  - i. Motion: CM GM Second Carried.

2. Knowledge Network

- a. Background:
  - i. The Knowledge Network ran a cable access television station through the SCCA from 1997 to 2016.
  - ii. The broadcast equipment and related infrastructure is currently located at the firehall.
  - iii. Our accountants wrote off \$51,000 of assets related to the Knowledge Network equipment and infrastructure located at the fire hall we’d been carrying on the balance sheet since 1997.
  - iv. We would like to dispose of the equipment, vacate the space inside the firehall, and cease paying insurance for the equipment and related infrastructure when our insurance comes up for renewal in October 2023.
- b. MOTION: The SCCA authorizes CIFFA to dispose or repurpose as they see fit any equipment and/or infrastructure related to the now defunct Knowledge Network program that began in 1997.
  - i. Motion: BM Second: GM. Carried.

### 3. Retiring the Executive Director Position

#### a. Background:

- i. In September / October 2022 Tammy Collingwood resigned from the Board of Directors to temporarily take over management of the SCCA, with the goal to properly assess and define staff positions, and to recruit and train new staff members.
- ii. As per minutes January 10, 2023:
  1. *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).*
- iii. Tammy Collingwood has indicated that the primary goal of the position has been completed, with the hiring of Programs, Finance & Admin, and Maintenance, and has requested that the SCCA dissolve the role of Executive Director, with 1 month's notice, ending July 31, 2023.

b. MOTION: The Board of Directors moves to eliminate the position of Executive Director, now that the mandate of the role has been achieved.

- i. Motion: CM Second: GM. Carried.

c. The Board discussed communicating thanks to Tammy Collingwood for her valuable service to the SCCA in taking on the position during turbulent times.

### 4. Hiring a Manager

- a. With the elimination of the role of Executive Director, the SCCA requires a Manager who will be responsible for managing staff and programs, and being the direct point person between the Board of Directors and Staff.
- b. The HR Committee will temporarily step into the staff management role, to oversee the transition from Executive Director to a new Manager, through promotion or hiring.

### 5. Fundraising & Events: Cortes Days

- a. Cora Moret reported on progress of Cortes Days organizing.
- b. Carolyn Howson volunteered to lead the "Chicken Poop" raffle, with Cora Moret offering to loan one of her chickens for the event. (Yes, these are official board minutes)

### 6. Board Roles

- a. The Board of Directors voted unanimously on Directors filling the following roles:
  - i. President: Cora Moret
  - ii. Vice President: Karen "Gypsy Mama" Jones
  - iii. Treasurer: Bryan McKinnon
  - iv. Secretary: Rebecca Thacker

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7. CCCU Bank Signers all accounts including online banking.
    - a. Motion to remove Tammy Collingwood, Judy Khemchand as signers.
      - i. Motion: CM Second: RT. Carried
    - b. Motion to add Janice Tomlinson as a signer
      - i. Motion: BM Second GM. Carried
  
  8. Application for CCCU Collabria Mastercard, \$2000 limit, in the name of Janice Tomlinson, Finance & Administration.
    - a. Motion to approve the application of a credit card through the CCCU, in the name of Janice Tomlinson, with a limit of \$2000.
      - i. Motion: CM Second: GM Carried
  
  9. Board Members on Committees
    - a. Board Members volunteered to join the following committees:
      - i. Governance: Cora Moret, Bryan McKinnon
      - ii. Human Resources: Bryan McKinnon, Cora Moret, Gypsy Mama
      - iii. Finance: Bryan McKinnon, Carolyn Howson
      - iv. Market: Carolyn Howson
      - v. Fundraising & Events: Cora Moret, Rebecca Thacker
      - vi. Cemetery: Bryan McKinnon
      - vii. Playschool Committee: Cora Moret, Bryan McKinnon, Gypsy Mama
      - viii. Communications: Bryan McKinnon, Gypsy Mama
  
  10. Board Orientation
    - a. Bryan McKinnon presented a board orientation.
    - b. Discussion: The board agreed to conduct at least one planning session with staff over the next 12 months.
  
  11. Next Board Meeting: TUESday August 8, 2023 at 6:00 pm
  
  12. Adjournment: 9:00 pm