



SOUTHERN CORTES COMMUNITY ASSOCIATION

# MINUTES

## *Meeting of the Board of Directors*

**Date:** 9-Apr-2024

**Time:** 6:30 pm

**Location:** Pioneer Room  
(Zoom login below)

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

**Guests:** Samantha Statton, Judy Khemchand

1. Previous Board Minutes (3 min)  
SB: Motion to approve. CM Seconded. Unanimous.
  
2. Cemetery Property  
Guests: Samantha Statton. Judy Khemchand.  
Attachment: Letter from Samantha Statton.
  - a. Discussion
    - i. JK and SS request that the rock blocking the path between cemetery property and JK's property be removed, to provide access to vehicles in case of emergency type situations.
    - ii. SS reported that, after contacting cemetery committee members, cemetery committee member Ann Dewar made the decision on her own without consulting other members of the committee to place the rock.
    - iii. JK and SS confirm that the reason stated for placing the rock - that there was vehicle traffic along the path - was false, as there is nowhere for vehicles to go as the path quickly becomes a foot path on JK's side.
    - iv. JK and SS confirmed they had no knowledge of who removed the original wooden posts that were placed between the properties, where the rock is currently located.
    - v. JK and SS were surprised that the cemetery committee could make a decision to place a rock on cemetery property side to block the path without consulting or informing neighbours in advance.
    - vi. JK requests that no vehicles on cemetery business cross her property through the connecting path.
  
  - b. Next steps: SB will follow up with the Cemetery Committee and report back to the Board.



### 3. President's Report

#### a. Playschool

- i. Test to expand Playschool to summer. Hours 9-1. 4 days per week. Currently interest from 6 families. 1 staff person has come forward to act as lead facilitator for the test.
- ii. GM, RT, and CM (board members on Playschool Committee) will report back on progress at future board meeting.

#### b. Cortes Island Community Foundation (CICF)

Attached: Village Commons Plans.

SB Motion: As per the request of CICF Board, the SCCA Board agrees to sign off on the Village Commons plans as presented by CICF. CH seconds. Unanimous.

#### c. Dog Park on SCCA property

A member requested the Board consider designating space on SCCA property for off leash dog park. Following a brief discussion considering such a proposal:

CH moves to reject the consideration of a dog park on SCCA property. GM seconds. Unanimous.

### 4. Booking Manager's Report (Jennifer Pickford - JP)

#### a. Parents & Tots Program

- i. CM Motion to approve extending the Parents & Tots program (and paid contract staff time) by 1 hour each week, to include parents with babies. BM seconds. Unanimous.

#### b. Community Bookings with Rent Waived

- i. The Board votes to allow certain community events to take place on SCCA property with rental fees reduced / waived.
- ii. Each event must be approved in advance, with a set time limit, and a regular contract agreement to be signed by the organizer, as per a regular event.
- iii. Clarification on requirement of community bookings to collect donations on behalf of the SCCA:
  1. The board agreed (with no motion) that JP should make sure a donation jar clearly labeled as SCCA Donations is placed during events where rent fee has been waived, but that organizers should be informed there is no obligation for them to share any donations placed in a different donation jar / hat towards their efforts with SCCA, or that donations to SCCA donation jar are not required by attendees.
- iv. SOS Free Lunch program, an approved rent free community event in the Hall Kitchen, has requested additional access to the Cafe Kitchen on thursdays from 8-12, with rent being waived. CM Motion: That the request for rent free access to the Cafe Kitchen be denied. GM Seconds. Unanimous.



- v. JP would like to offer a free yoga class on Thursdays 6-7. CM moves to approve JP's request to offer a free yoga class with rental fee waived, until June 30, 2024.

## 5. Communications

### a. Coffee machine, cafe, and our neighbours (Susanna Bonner)

- i. At least 4 members of the public voiced concern to board members about a recent posting by JP on Tidelines, that the posting was worded in such a way that lead to confusion, that the SCCA was hiring staff to run a SCCA lead cafe.
- ii. The Cortes Island Food Coop raised concerns that a cafe running the same hours with the same types of menu items would not be in either party's best interests.
- iii. The posting was removed within a few days of the confusion arising from the communication.
  - 1. Discussion: Communications mistakes will occur from time to time, and board members approached by the public should do their best to record the concern, ask clarifying questions pertaining to the concern, and bring the concern to the attention of the appropriate committee / staff person and/or board of directors, and to require follow up with those who voiced concern.
  - 2. SB proposes posting a correction:

The SCCA and Mansons Hall wish to provide a clarification to a couple recent advertisements we put out. The Cafe Kitchen is available for community members to rent for pop-up style food service events, ongoing rentals, and special community dinners.

We hope that it will be well-utilized during the coming months.

We are not looking to hire our own team or become restaurateurs, rather we are offering the community kitchen space as an affordable rental to the community. We look forward to hearing from you about your ideas and proposals for renting the Cafe Kitchen.

- iv. With regards to the SCCA offering the use of the community kitchen to future bookings for a cafe style program such as Julie's Cafe (on hold until Sept 2024), the SCCA Board will consider any future applications to include factors that positively benefit the community, including type of offering, time of day, etc.



- v. SB and CM, the board members who were approached by members of the public, will follow up with said members of the public on what was discussed at this board meeting.

## 6. Radio Station Rental Agreement (Bryan)

- a. Declared conflict of interest: Bryan McKinnon, Gypsy Mama
- b. Lease Correction:
  - i. 4.2 The Tenant is responsible for contracting directly with utility services, for service hookup, payments, and interruption of services, including BC Hydro, phone and internet, water, etc.
- c. Discussion: Cortes Radio occupies an out building owned by the SCCA, and is currently paying for hydro for space occupied by the Foodbank, and FOCL.
- d. SB Motion: that the SCCA strikes the works "BC HYDRO" and "WATER" from line 4.2 in the current tenant lease agreement between the SCCA and Cortes Community Radio.
- e. Cortes Community Radio will submit BC Hydro invoices to SCCA Finance & Admin Coordinator for expense reimbursement. SB, RT, CH, CM in favour. BM, GM abstain.

## 7. Governance

- a. Engagement and training with Colin Funk  
SB Motion to continue Board Development with Colin Funk after the AGM. GM Seconds. Unanimous.

### Background:

Whereas during the 2023 board retreat with Colin Funk, the SCCA board has co-determined we aim towards this vision:

The SCCA is a stable and flourishing centre of community.  
and toward this mission:

The SCCA nurtures a thriving Cortes community by embracing thoughtful stewardship and inclusive development. We ignite a spirit of enrichment through vibrant activities, uplifting the lives of residents and community organizations





with 6 Strategic Focus Areas:

- Internal Systems-Processes
- HR (Human Resources)
- Programming Volunteer Capacity & Engagement
- Financial Management & Sustainability
- Facility – Grounds – Maintenance
- Outreach and Partnership

I propose that the SCCA board continue our momentum from the 2023 board retreat by hiring Colin Funk to facilitate us in co-creating a decision & action framework, with the goal of the framework to:

1) Establish a repeatable process for how we make inclusive and equitable decisions, and how we reliably follow-through on those decisions

2) Within that process, establish several sets of repeatable questions, {to ensure} each decision {goes}through the same funnel of {criteria}, specifically designed to check each decision against our identified six strategic focus areas

3) Within that process, establish several sets of repeatable actions, which will guide us to: divide work into manageable chunks for sharing the workload amongst board members, staff, and volunteers; help to prevent burnout; check in on previously-made decisions; and get more accomplished for the community

b. AGM

CM MOTION: Set AGM Date for Saturday June 15, 2024, form 2:00 - 3:00 pm  
BM seconded. Unanimous.

Discussion: Host one or more open houses and invite potential board recruits.

8. Fundraising & Events

a. Cortes Day

RT Motion Set date for Cortes Day 20th July, 2024  
CM Second. Unanimous.

9. Finance Report.

- a. Q1 Financials attached.
- b. 2023 Financials will be sent to SRD before May 1st deadline.

MEETING ADJOURNED

8:38 PM

