

Eden Mills and District Community Club Inc.

Board Meeting – Monday, March 26, 7 pm @ E.M. Hall

Minutes

Directors Present: Bill Allen, Ken Lancaster, Sharon Blom, Brian Skerrett, Barb Parker, Richard Lay

Minutes prepared by S. Blom

Agenda:

1. Wild Apricot software
2. Review Action Items
3. Review Previous Minutes
4. Project Updates
5. Treasurer's Report
6. Fundraising Report
7. Presentation for Members' Meeting

Minutes:

1. Wild Apricot software

Ruth has suggested that we change our web design and development software over to Wild Apricot software, a special website for charities/associations etc. This software would streamline and make membership tracking a lot easier, it also puts all the accounting functions in one place and integrates payments into the system. Board members can have access to membership lists. Events can be managed in one system - registration, tickets, and payments - and they all link to the accounting function.

The software cost is \$70 per month. We had budgeted \$1100 for telephone expenses for this year. With our switch to VOIP, we can use the telephone budgeted funds for the software instead. The software is expected to provide significant time savings for the Membership Coordinator, the Rental Coordinator, and the Treasurer.

Ken moved that we approve transferring our web site to this software. Seconded by Barb Parker. Approved.

2. Review Action Items

Action List as of 180321 reviewed and updated.

Discussion items...

Encroachment agreement and fence: Brian has checked with Amanda at GET and she says the agreement is signed off by the owner, Ms. Ruff. No further action is required on our part. Richard has requested a copy of the signed agreement from GET but has not received anything yet. Richard has also confirmed with Steve and Birgit that a new fence will be built this summer.

Hall insurance: Barb and Ken plan to do an inventory and assessment of the Hall contents. According to Sutherland, EMCC currently pays for liability insurance and for \$35k coverage on contents. Richard has a question in to GET to confirm that the municipality pays for the property insurance, including the remainder of contents coverage. He has not received a reply yet.

Promotion of Hall rentals: we are still paying for the Hall phone number in the Yellow Pages. Is this required if we are not using Bell? We will check with Marie on whether they think this is still required. We may need to retain the Yellow Pages so that our name and number comes up in Google Search.

Instruction Manual for Audio/Visual Equipment: John Cripton has written an instruction manual. He will be doing a test run of the instructions with Ken at the Hall next Wednesday. Anyone else is welcome to join.

Wellington Archives: Of the load of stuff we took over to Wellington Archives, they are only interested in 3 of the items. Not sure yet what we will do about the remaining items

Replacement for Treasurer position for next year:

Bill has written a Job Description for the EMCC Treasurer responsibilities. Richard moved approval of this document. Ken seconded. Approved.

We have not identified someone to replace Bill yet. Richard has spoken with Les Schmidt and has not received a definitive answer. Richard will provide Les with the Job Description. Barb will also speak with Christie Zuk about taking on the position.

Replacement Phone Handset: Richard has purchased the new handset and will install it tonight.

Replacement for Used Book Sale Organizer: Heather Nagel has volunteered to take this on.

Replacement champion for the Arts Café: Lee and Garth, and Marie Henault have volunteered to manage this event.

Replacement champion for the Writers Festival Dinner: no one identified yet. We will ask Susie Cousins whether she will still be involved. Richard will ask Lee Wisener to send Ken contact information for Susie. (Subsequently, Marie Henault has volunteered to take on this role.)

Replacement champion for the Newcomers' Dinner: No one has volunteered to take this on. Discussion on whether we need to do this every year.

Garden furniture: Richard has ordered the garden furniture. Robin Aggus has ordered approx. \$900 worth of plant material. If we want more, we should order it before the end of March, so it is included in our FedDev funds. Ken will ask Charlotte and Linda to work with Robin on the order this week.

Water heater and new toilets: coming soon.

Club room door and lock: now that we have new equipment in the Club Room it should be made more secure. We should install a more solid door. Agreement for Richard to order a more secure door and lock (hotel-type lock that will lock whenever the door is closed.)

Front door code: Richard will reprogram the front door code soon, as per his email.

Storage Shed: Richard will put down concrete slabs for the storage shed and then take delivery of the shed materials.

Proposal for a bake oven at the Hall: Ken sent several questions to the group on this (Katarina is the lead) and has not received answers yet. We have concerns about the space this will take up – the bake oven itself and the functional space required around it. Also concerns about smoke and proximity to the Hall building. Perhaps the Millpond lands or Rivermead would be a better location.

3. Review Previous Minutes

Minutes of EMCC AGM meeting of February 13, 2018 are approved.

4. Project Updates - Richard

Heating bills – Richard will check our utility bills. It appears that we are using more propane than expected. There may be some adjustments to the heat pump controls that can reduce our propane use.

Our solar credits are now down to zero.

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Theatre work – is essentially complete. We will have J. Copson in to do a bit of wiring. Invoice requested.

Invoices – Richard will chase any invoices that we need to get in before the end of the month.

5. Treasurer's Report – Bill Allen

Bill reviewed the Profit and Loss and Balance Sheet statements as of March 26, 2018.

Items of note:

Memberships are on track, rentals are lagging.

Bill has spoken with Marilyn regarding funds from concerts – these can be recorded as funding under the Retrofit fundraising rather than our Operating budget. It does not really matter where we record them.

Electricity expenses – are high due to construction and cold weather.

Internet – note that Megawire is now under Waterloo Wireless and will change to monthly billing.

Garden club – we have received the \$1065 from the Royal Bank (grant from two years ago).

Rebate on our heating system – we may get a grant of \$3000 or \$4000 from Ontario Energy Credits.

6. Fundraising Update

With the funds raised to date, and planned events to end of June, we will have the \$118k required to match the FedDev matching fund grant.

7. Slides for the Mar. 27 Members' Meeting

Ken has sent out a shared draft of the presentation. We would like everyone to be able to edit the master but new versions seem to be created with every update. Ken will consult with Ruth on how to manage edits and shared files with Google Drive. Richard will control the master for tomorrow's meeting.

Meeting adjourned at 9 p.m.