

# **Eden Mills and District Community Club Inc.**

**Board Meeting – Monday, Oct. 01, 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. Review Action Items
2. Review Previous Minutes
3. Project Updates
4. Treasurer's Report
5. Fundraising Update
6. AOB

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## **Minutes:**

1. Review Action Items

Action List as of September 17, 2018 reviewed and updated.

2. Review Previous Minutes

Minutes of Board meeting of Aug. 13 approved.

3. Project Updates

FedDev projects are now complete: Final steps – more gravel added to the parking lot, new garden area created at front west driveway, shed painted.

Richard will look at the Hall rental schedule and adjust heating schedule accordingly.

Board Room: Some items from the Board Room can now be stored in the shed. Ken will complete this in the next week.

Fire extinguishers – should we buy new ones or recharge existing ones? Recharging is the better option environmentally. We could also look into the option of community members bringing their fire extinguishers to be serviced along with the Hall fire extinguishers. Richard will discuss with Chris Wilson.

4. Treasurer's Report – Bill

Bill reviewed the Profit and Loss, and Balance Sheet statements as of October 1, 2018. Items of note:

- Rental income has exceeded budget for this year. Consensus of the Board is to offer an honorarium of \$150 to Marie and Rory in recognition of all the work they do to manage the rentals.
- EM Writers' Festival dinner also overbudget. Kudos to Marie Henault!
- Wild Apricot website is paid in US dollars so the cost fluctuates somewhat. Cost is about \$75 per month.
- The Line of Credit from G.E.T. is due to be paid by Dec 31 this year. Any benefit to paying it off now with the funds we have available? Wait to see our status after the AGM in December.

5. Fundraising Update - Barb

We have exceeded our fundraising goal of \$150,000 for the FedDev 150 projects. At the moment we have no further fundraising events planned.

6. Donor Recognition - Barb

Barb presented the two options for plaques discussed by the Donor Recognition committee.

Option 1 – Tree of Life design – laser cut tree and engraved names – cost estimated at \$1000-\$1400.

Option 2 – Village design – could be done with donated materials and labor. Estimated cost of \$50.

Motion made by Barb, seconded by Ken: The Board endorses Option 2, the 'It Takes a Village' design for the 2013-2018 donor recognition. The plaque to be located in the lower hall. The cost of this option not to exceed \$400. Motion passed unanimously.

7. Fire Extinguishers

Discussed above under Action Items.

8. Brian's Replacement

We will make a request for volunteers to join the Board as Directors or Co-President at the Member's meeting tomorrow. We will also approach potential member's directly.

9. Definition of 'member booking'

We need to clarify who qualifies for 'member rates' when booking the Hall. For example, can someone from an organization become a member, and then book events at the member rate for their organization? Agreed that member rates refer only to private 'one-of' events booked by members, e.g. weddings, family parties. It does not allow a member to book ongoing events for their organization at the member rate. We do have a 'non-profit' rate that is not much different from the member rate. Organizations may also negotiate discount rates for repeated usage of the Hall.

10. Booking request by 78<sup>th</sup> Fraser Pipe Band

The Band has inquired about booking the Hall for regular Band practices on a weekly basis. We discussed possible discounts based on the repeated bookings of the Hall. Agreed that we could offer a discount of no more than 10% - possibly provide a rebate at the end of the year or provide one month free after 11 months of bookings (would mean no cheque to issue).

11. Members meeting start times

Traditionally for the Members' Meeting we have scheduled a potluck for 6 pm with the meeting starting at 7 pm. As per Ruth's suggestion, we have agreed that in future we will book the potluck for 6 pm and the meeting start at 6:30.

12. Any Other Business

Membership levels – with the new Wild Apricot system we have an opportunity to more easily manage differing levels of membership. Currently we offer memberships at \$15 per household. Beginning for the year 2018-2019, we will offer an individual membership at \$10 per person, and a family membership at \$20 per family. A family membership can have up to two emails associated with the membership. We will announce the new fees at the Members meeting tomorrow. There is no mention in the bylaws that membership fees need to be approved by the whole membership.

Bylaws and Policy and Procedures Manual – the Bylaws were revised during Tom and Jodie's tenure a couple of years ago. Bill will circulate the current Bylaws and do a review/cleanup by the 2019 AGM.

## Eden Mills Community Club – October 01, 2018 Board Meeting

Policy and Procedures – it was the intent that the Bylaws of the Club be kept to a minimum but that a Policy and Procedures manual be developed which could be changed and updated as needed. Ken will do a search of the Governance drive and advise Board members of whether we currently have a Policy and Procedures manual.

Policy re: use of audio board – do we want to make an exception for Jill Simpson to use the wireless mic for her exercise classes. Board member to advise Ken by end of the week.

Book Sale – is on October 13. Heather Nagel is lead on the book sale this year. She could use volunteers to assist in setup, sales, and cleanup.

Newcomers' Potluck – Brian has initiated planning for the Newcomers' Potluck to be held in January or February 2019 and has contacted a number of members to assist, including new member Lynda Marfisi to possibly take the lead. (Subsequent to the meeting, Brian has reserved the Hall for Saturday, February 9, 2019 for this event.)

Propane buyers' club – Richard has revived the propane buyers' group previously handled by Keith Daniels. He will announce this at the members meeting as well for anyone interested in joining.

Meeting adjourned at 9:10 p.m.