

**Centre Wakefield LaPêche
Board of Directors Meeting Minutes
July 5, 2023 - CWLP - Cooperative Centre - GSH**

Attendees:

Judi Webb,
Ellie Wilkinson,
Pam Ross,
Chris Harris,
Carly Woods,
Vicki Carlan (Chair);

Guests:

Peter Hale (MiNG)
Karen Bays (MiNG and note taker)

Item	Documents, Resolution and Action Items
Arrival and welcome	Vicki welcomed the group; Karen offered to be recorder, Ellie offered to be time keeper.
Minutes of Previous Board Minutes	Previous minutes are being reviewed and this item to be deferred to next meeting.
Identification of Interim Secretary and Interim Treasurer	MOTIONS: <ul style="list-style-type: none">● Vicki moved and Ellie seconded that Carly serve as Interim Secretary effective immediately until September 30, 2023. Carried unanimously.● Vicki moved and Ellie seconded that Chris serve as co-Treasurer along with Vicki Carlan effective immediately until September 30, 2023. Carried unanimously.
Approval of Agenda	MOTION: Moved by Pam and seconded by Carly that agenda be approved and carried unanimously
Declaration of conflicts of interest for this agenda	There were no conflicts of interest declared. <ul style="list-style-type: none">● There was discussion of MLP rep on Board and various situations which can arise. Vicki proposed a review of the terms of references for both Municipal rep and Founding Partners rep.● Agreement that if someone abstains from vote, it will be noted in minutes who and why.
Action Items from Previous Meeting (May 26, 2023)	Vicki circulated report on follow-up Action Items. (Refer to attachment for information.) Work in progress; no motions required.

Item	Documents, Resolution and Action Items
Operations Progress Report	<p>Carly reported that summer camps are busy; two camps running this week. Estimated revenue around \$25,000.</p> <p>Vicki noted there is a focus on a follow up to the recent Building Assessment and other known internal problems (such as Kitchen, basement reorganization, etc.)</p> <p>Carly reported that Canada Day was a success despite the rain. Staff and volunteers worked hard. Able to pull together the drone event on the 2nd. Revenue generated on both nights. WRA holding a debrief and Amber will report on Centre expenses and revenue.</p> <p>Vicki announced two students have been hired.</p> <ul style="list-style-type: none"> ● Robbie Passmore Carleton University 3rd Year student - will be working with Ellie W. on membership lists and with Vicki on various communications and data analytics projects ● Madi Bott- A recent CEGEP graduate in web design is renewing the website ● A third recent graduate, discussion with Angus Winship Dalhousie Business/Marketing graduate are ongoing for the development of two marketing campaigns. ● Contracts are between \$2000 and \$3500 and based on hours worked. <p>Both summer staff positions serve as an unofficial pilot for future youth employment strategies funded by the CWLP's Post Covid Recovery funding. The goal is to welcome youth interested in working with the Centre and obtaining meaningful job experience. The GM and the student co-create a position so that the Centre has essential work completed and the youth gains targeted job experience of high interest and career relevance. Shared ownership and empowerment in defining work goals and supports (e.g., mentoring, skill development). Feedback on resume is provided.</p>
Financial Report	<p>Vicki presented an overview of the proposed Operating and Capital Reserve Fund Policy. (document included in Board package)</p> <p>ACTION: Directors to review, submit comments to Vicki so that we can take a vote at the next Board meeting.</p>
Review Update and Next Steps	<p>June 20th Information Meeting was well received and good questions and discussion. Approximately 80 people attended. Audio recording will be posted on the website.</p>
Long Term Strategy and Sustainability	<p>Phase 2 of renewal of website includes developing a "Future of the Centre" page on the website. Contents to include membership work by</p>

Item	Documents, Resolution and Action Items
FOLLOW UP TO Renewal Planning Presentation and Transfer of Building Ownership to MLP meeting	<p>MING, ideas/feedback, discussion about the Renewal Plan, Options, MLP discussion</p> <p>Discussion on follow up/ next steps:</p> <ul style="list-style-type: none"> ● In addition to online channel, MING proposes "Centre Chats" to discuss Options for Stability and Sustainability and MLP Offer discussion input. ● Concerns about continuance about the long-term vision; Carly committed to another year on the Board to support continuance of plan; ● Peter H. still would like to see full information on pros and cons of MLP offer and other delivery models and alternative funding (like big donors). ● Formation of committee to support development of discussion content/parameters/deal makers and breakers. Pam and Carly to Co-Chair; 2 or 3 Board members (Ellie); Founding partners (Carly to invite), member at large (Pam and Carly tbd); 2 MING (Tentatively Peter Hale and Blair Richardson) ● Suggested 3 Board members meet with Municipality to establish partnership and define transfer details based on input gathered over next 2 months. <p>Target Deadline - Ready for vote at AGM.</p>
AGM Planning	<p>Set date for September 21, 2023.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ● Carly to coordinate logistics, promotion, etc. ● MiNG Governance Circle may need to do some work on By-Laws prior and vote
Call to close the meeting	<p>MOTION by Carly to adjourn, seconded by Vicki carried unanimously.</p>