

MINUTES

Centre Wakefield LaPêche ORDRE DU JOUR / AGENDA Conseil d'administration

Thursday, October 14, 2021 @ 19:00

CWLP Studio (in person)

Attendance

Irene Richardson

Kathleen Lauder (via Zoom)

Sally Swan

Kolleen Gibson

Ivan Hale (via Zoom)

Carly Woods

Ned Ellis

Chris Harris

Helene Giroux

David Park

Carolyn Nolan

Absent

Pam Ross

Lisa Utronik

1. APPROVAL OF AGENDA

Motion: To approve the agenda, moved by Kathleen, seconded by Ivan, approved unanimously

2. CONFLICT OF INTEREST

No reported conflicts of interest

3. APPROVAL OF MINUTES Board Meeting September 7th

Motion: To approve the board minutes of the meeting held on September 7th, moved by Kathleen, seconded by David, approved unanimously

4. AGM DEBRIEFING

One item of business that arose from the AGM was concerning the appointment of support members to the Board Executive. We currently have 2 support members that are appointed and not elected. They include our municipal councilor and our support funders representative. The support funders include the Library, Theatre Wakefield and the Wakefield Recreation Association.

Our bylaws allow up to 13 Board Members, 2 of which are appointed. A discussion ensued regarding voting rights and the election of the support Board members to the Board Executive.

Action Item: The Governance Committee will review the rights of support members and provide a recommendation to the Board at the next meeting regarding the rights of these members to vote and to sit on the executive.

On a happy note, we received a 5K donation from a member at the AGM.

On another happy note, it was agreed by all that the AGM was a success and appreciation was expressed to Irene, Carolyn and David for their presentations.

5. ELECTION OF EXECUTIVE

The new executive was nominated as follows

Chair/ President – Irene Richardson

Vice President – Helene Giroux

Treasurer – Kolleen Gibson

Secretary – Carolyn Nolan

Motion: To approve the nominations, moved by Sally, seconded by David, approved unanimously

6. COMMITTEE REPORTS

6.1 OPERATIONS

Rentals and Programming - we will focus on rentals for the Fall and plan to have some programming in place for January. The Wakefield School Gym is once again available for our use. New programming options include fencing courses. Carly will look for grants to purchase equipment for a Parkour program.

Action Item: Carly will research grant funding opportunities re parkour equipment

Security – we are exploring options of adding additional security cameras to the building due to some recent vandalism

Technical Update – David and Claude Laroche are our tech team and are working diligently to restore the booth to its operational capacity

Action Item: David and Claude will provide a plan/budget for items required

Motion: To approve a budget up to \$1,000 for items required by the Tech Team, moved by David, seconded by Carly, approved unanimously

COVID – a discussion ensued regarding COVID protocols and Community Centre COVID policy

We will continue to adhere by our decision made at the September Board Meeting that that Community Centre will implement Covid-19 passport vaccination policy and procedures in compliance with the Quebec policies and guidelines.

It was noted that the WAY and Library are considered essential services and Peggy Brewin is a pre-school with children under 5. As per provincial regulations, these users would be exempt.

Our COVID protocols will be communicated to all our renters as well as informing them that compliance will be their responsibility. The Centre however will ensure compliance for programming and events run by the Community Centre.

Volunteers - as we are taking new bookings we need to re-engage the community and reach out to our volunteers to ensure we have an adequate bar and riser crew.

It was suggested that all Board Members receive training re the bar and riser set-up. Irene and Carly to coordinate and provide communication to the Community.

Landscaping – Ivan has been in discussions with the Municipality regarding improving our landscaping. There has been some damage to the property in front of the Centre due to the rental to CISSSO who used it as a parking lot. The Municipality is willing to help restore the front lawn and consider improvements related to drainage, accessibility, shade and overall beautification. Some improvements will likely be required to accommodate the Wakefield Market for the 2022 season. The tentative plan forward is to continue to explore options with MLP, engage contractors re quotes and specs, have the work completed by the end of May 2022.

6.2 .HR

Posted for GM position in September. Posting closed October 1st. 10 resumes were received. 3 were short listed. 1 of the short- listed candidates has since rescinded their application.

A discussion ensued to expand our search and/ or interview the remaining candidates.

Next steps are deferred to the HR Committee.

6.3 .FINANCE

Carolyn provided a verbal financial update. YTD Cash balance is 254K. This includes 2 COVID related loans of 110K. Both loans have a forgivable portion – conservatively estimated at a total of 50K.

YTD revenue is 160K and YTD expenses are 60K While this appears quite favourable, we need to be mindful that we anticipate having very little revenue over the next 6 months as we will be limiting rental revenue re COVID protocols and do not expect to resume programming until January.

6.4 FUNDRAISING (CACTUS)

The CACTUS grant was new for the 2020/21 year and provides funding for the La Peche Media project.

Motion: To approve Irene Richardson to submit, approve and sign new funding contract with CACTUS to continue our La Peche Media Project. The funding is approximately 60K and covers the period of November 2021 to March 2022. Moved by Sally, seconded by Helene, approved unanimously.

The municipality offers additional grant funding opportunities to the community. Grant applications are due by October 15th.

Motion: To approve Irene Richardson to submit, approve and sign new funding grants with the MLP for the calendar year 2022. These would include grant applications for Summer Camp, 10th Anniversary Celebrations and Recreation. Moved by Carly, seconded by Kathleen, approved unanimously.

6.5 GOVERNANCE

We currently have 7 Committees. We agreed to amalgamate the Fundraising Committee into Operations Committee and Future of the Centre Committee as applicable.

The 6 Committees are Operations, Finance, Communications, Governance, HR and Future of the Centre.

Community participation is encouraged on all Committees.

Irene, as President of the Board, is an ex-officio member of all committees

The HR Committee consists of Sally as Chair, members include David, Pam and Carolyn.

The Operations Committee - Irene, Sally. Chair and other members to be determined,

The Communications Committee is chaired by Carly.

The Future of the Centre Committee members are Helene, Carly, Ned, David and Pam. They will decide on their chair.

The Finance Committee members are Kolleen, Carolyn, Chris, David and Pam.

Action Item: All Board Members to review membership on Committees and TORs

Action Item: Carolyn to update NEQ, CRA etc with new Board Members

12. OTHER BUSINESS

10th Anniversary – we received a 16K grant from ELAN to support our 10th anniversary celebration – 8K is allocated to video production – we need to organize a group to take ownership of the planning

Storytelling Grant – 5K – for indigenous storytelling – hoping to engage Karen Bays to organize and lead this initiative

CALQ – up to 30K grant – to support Arts and Culture will be released soon, need to define opportunities and submit grant application

Volunteers – Riser Crew – David mentioned our past practice is to provide pizza and a beverage to our riser crew – we agreed to continue with this incentive into the future

13. ADJOURNMENT

Motion: To adjourn the meeting, moved by David, seconded by Sally, approved unanimously

The meeting was adjourned at 8:57.

Next meeting: Thursday Nov. 4, 2021 at the Centre 7-9pm

SUMMARY OF ACTION ITEMS:

The Governance Committee will review the rights of support members and provide a recommendation to the Board regarding the rights of these members to vote and to sit on the executive.

Carly will research grant funding opportunities re parkour equipment

David and Claude will provide a plan/budget for items required

All Board Members to review membership on Committees and TORs

Carolyn to update NEQ, CRA etc with new Board Members