

## MINUTES

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

Thursday, November 4<sup>th</sup> @ 19:00  
CWLP Studio (in person and via Zoom)

#### **Attendance**

Irene Richardson  
Kathleen Lauder  
Sally Swan  
Kolleen Gibson  
Ivan Hale  
Carly Woods  
Ned  
Helene Giroux  
David Park  
Carolyn Nolan  
Pam Ross  
Lisa Utronki

#### **Absent**

Chris Harris

#### **1. APPROVAL OF AGENDA**

Motion: To approve the agenda, moved by Kathleen and seconded by Sally

#### **2. CONFLICT OF INTEREST**

Ned reported a conflict of interest with one of the General Manager candidates

#### **3. APPROVAL OF MINUTES Board Meeting October 14<sup>th</sup>**

Motion: To approve the board minutes of the meeting held on October 14<sup>th</sup>, moved by Kathleen, seconded by Ned

#### **4. OPERATIONS UPDATE**

We have 2 grants to spend – one related to the 10<sup>th</sup> anniversary party and one related to Storytelling

The 10<sup>th</sup> anniversary grant is from ELAN with a final date of March 31, 2022– we would like to propose extending these funds until the Spring/ Summer of 2022 – upon confirmation with ELAN we would to have the anniversary celebration in May 2022

A discussion ensued on recruiting a volunteer or contractor to help assist us with the 10<sup>th</sup> anniversary celebration as a result the following motion was proposed

**Motion:** Procurement of services for the Wakefield Community Centre at or under the amount of 5K will be procured without a competitive process with the exception of the Public Accountants which will be recommended by the Finance Committee on an annual basis

Moved by Carolyn, seconded by Carly, Pam – Opposed, All else in favour

The floor in the Gwen Shea Hall and Studio will be serviced in November. CISSSO will be covering the costs.

The Farmers Market met with the MLP to discuss preliminary designs and drawings regarding landscaping to the front lawn. Ivan represents the WCC in these meetings. Carly offered to join to represent the WCC as well as the Wakefield Recreation Association (WRA).

Board Member Orientation – we discussed various orientation sessions for Board Members which include Wild Apricot, Tour of the Building and Bar Training. The tentative plan is to provide a ½ hour orientation prior to each Board meeting for Board training/orientation sessions

Programming – programming has resumed at the Wakefield School Gym, activities include Pickle Ball, Basketball, Volleyball and Badminton

Rentals – we are being selective about our rentals at the Community Centre at the moment in light of COVID and staffing restrictions

## **5.HR**

Sally reminded the Board Members of the importance of our Conflict of Interest and Confidentiality Agreements

Two candidates were interviewed for the GM position

## **In Camera – GM Discussion**

## **6. FINANCE**

Kolleen provided an update re MRC loan - we continue to work with them to confirm what portion of the 50K loan will be forgivable

MLP funding - we receive 95K from the MLP annually, we receive 70K of this in the spring and the remaining 25K after the AGM and upon providing the approved Financial Statements – Kolleen advised we should be receiving our 25K in the near future

## **7. GOVERNANCE**

The Governance Committee will follow up on a question raised at the AGM regarding non-elected Board members. We currently have one support member representing the MLP and one support member representing our partners (Theatre Wakefield, Library, The WAY – Wakefield Youth Association, and Wakefield Recreation Association)

The question to the Governance Committee is should these Board Members

- Be allowed to be part of the Board Executive (President, Vice President, Treasurer, Secretary)
- Be allowed to vote

A review and recommendation on the roles and responsibilities of these Board Members will be prepared by the Governance Committee and presented to the Board

The following Committees were formed

Future of the Centre	Chair Helene – Members Ned, Pam, Carly, David and Lisa
Operations and Fundraising	Chair Sally – Members – Chris, David, Lisa
HR	Chair Sally – Members Carolyn, David, Pam
Governance	Chair Kathleen - Members Ivan
Communications	Chair Carly - Members David and Lisa
Finance	Chair Kolleen – Members Carolyn, Chris

Chairs are requested to review the Terms of Reference for each Committee and please let Kathleen know if you have updates or changes

Committees are encouraged to invite community members to participate

## **8. OTHER BUSINESS**

### **Volunteers**

We need to reach out to past volunteers and recruit new volunteers to assist with the following

- Bar Service
- Event Set Up (Risers, Tables, Chairs etc)
- Gardening
- Being On Site when activities are held
- Training for Audio, Visual, Lighting and Sound

We are in a period of transition and until we have Staff these responsibilities will be shared by Board Members, Volunteers and Community Members

Once we transition to a full HR complement, presumably some responsibilities will shift to our employees

### **Technical**

David mentioned that CISSSO updated our amps which will allow us to digitalize (current systems are analog). Potential costs are projected at 20K to update the lighting and sound system

**ELAN** – offering a grant opportunity to develop a strategic plan up to 5K – deadline to apply is November 15<sup>th</sup>

**CALQ-** grants available for cultural programming – a representative will be at the Centre on November 26<sup>th</sup> to do workshops with organizations that are interested – deadline to apply is December 16<sup>th</sup>

**Fundraising Campaign** – we discussed the potential of a fundraising campaign related to the 10<sup>th</sup> anniversary party, time is of the essence, once we confirm a date for the celebration we will proceed with next steps

## **9. ADJOURNMENT**

**Next board meeting: Thursday Dec. 2 from 7:00-9:00pm at the Centre in the Studio.**

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

*The meeting was adjourned at 8:59*

### ***SUMMARY OF ACTION ITEMS:***

**2021\_10\_14:** 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. *In progress - Kathleen*

**2021\_10\_14:** Carly will research grant funding opportunities re parkour equipment. *In progress*

**2021\_10\_14:** David and Claude will provide a plan/budget for items required. *Provided a verbal update.*