

## MINUTES

**Centre Wakefield LaPêche**  
**ORDRE DU JOUR / AGENDA Conseil d'administration**  
Thursday March 04 2021 @ 19:00  
BY ZOOM

Present	Absent	Quorum
Irene Richardson Pam Ross Carolyn Nolan Estella Arlott David Park Kathleen Lauder Chris Harris Ivan Hale	Andrew Ryan	YES

### 1. Approval of agenda

**MOTION: Pam moved and David seconded approval of agenda.**

Motion carried unanimously.

### 2. Conflict of interest

No conflicts of interest

### 3. Approval of minutes of last meeting

**MOTION: Moved by Carolyn and seconded by Kathleen approval of minutes of board meetings held on February 04, 2021**

Motion carried unanimously

### 4. Update on use of the centre for COVID vaccines

*With Centre intégré de santé et de services sociaux de l'Outaouais (CISSSO)*

Ivan reported that we are still working on the contract with CISSSO. They are renting all the space except the library and Peggy Brewin. There is one way traffic through the building to protect everyone. The building has been set up to meet their needs. Our chairs are in storage as they have fabric. They have painted the kitchen floor. Locks have been changed for security. They have been good to work with. They will return everything to the original condition after they have finished. We have no control over the parking lot which belongs to the municipality.

The municipality owns the land and the coop owns the building and has a long-term lease on the land for the purpose of offering programs to the community. The municipality therefore had to approve the use of the centre for the purpose of the vaccines. This process has led to some changes in the agreement. The coop and the municipality are the lenders and the CISSSO is the borrower in the agreement. The hours of business are from 7 AM to 9 PM with vaccines being offered from 8 AM – 8 PM. They are paying rent plus hydro. CISSSO will take care of their cleaning needs.

Our cleaner is checking the basement 5 days a week. We can access the building with 24-hour notice to CISSSO. If needed for an emergency such as checking the security camera videos, we can ask for an exception.

## **5. Update on meetings with MRC**

The meetings with the MRC were completed. They are aiming to get back to us in mid to late March with their report. We will call a special meeting in March to hear and discuss their report.

## **6. Committee reports**

**Operations:** We still have pilates, drawing, sign language. We will cancel summer camp but we may do something with the funds we received for summer camp from the municipality. We will continue to look for things we can do while the centre is rented. We still have rentals from The WAY and Peggy Brewin.

The float that controls the sump pumps failed, it was replaced by WATTS (electrician). The sump pump sensors that are connected to the GMS security system were tested by GMS. One was replaced. All is working good now.

Process manuals have been developed over the past 9 months and they have been put into the operations folder in GSuite. This is an ongoing process and will need to be kept current.

**Journalists:** Gillian cracked her hip so she is not able to work. Lisa will be talking to youth, MRC, healers to get some stories about what they are doing. Ideas of stories to report on are welcomed and should be communicated to David. Interviews they have conducted on community issues and concerns are on the CWLP website. They have a mandate to train members of the community in civic community. They are doing a good job.

**Finance:** Our cash position and profit and loss are both good. The timing of our board meeting is not enabling accurate finance reports for the previous month as all information is not yet in. Carolyn suggests we report on the second previous month (e.g., report on January in March, February in April). Our new bookkeeper, Amber is doing well. Carolyn is working to get CRA access to update info on the board and access grant applications. The mortgage needs to be renewed. Carolyn proposed that we renew with our current lender Desjardins as the costs of changing are probably a lot higher than what might be saved with another lender. Rates are similar with all lenders.

**Communications:** We sent a letter out about the use of the Centre for the vaccines. We will continue to send out newsletters to keep connected to our members while the centre is rented.

**Fundraising:** Irene heard today that New Horizons for Seniors awarded a \$5,000 grant to CWLP for equipment. We applied for 6 students for summer camp. If we get some of these we can use them in the fall. The municipality may give us money for the 10<sup>th</sup> anniversary.

**MOTION: Ivan moved and David seconded approval for Irene to sign the agreement for the New Horizons for Seniors Program grant.**

Motion carried unanimously

Irene and Lisa applied for an ELAN (English Language Arts Network) grant to get \$20,000 for activities surrounding the 10<sup>th</sup> Anniversary of the Centre celebrations. The applicant is in the committee fundraising gsuite folder.

## **7. Other business**

The Wakefield Market would like to run the market for the 2021 season. It was strictly regulated last year due to COVID. It was only open to food vendors. They were happy with the terms of the agreement last year and they would like the same this year. They would not have access to indoor washrooms but the municipality would provide port-a-potties.

## **8. Next board meeting**

The next board meeting will be Thursday, April 8 at 7 PM by ZOOM.

## **9. Adjournment**

The meeting was adjourned at 8:31.