

Canterbury Common Residents' Association  
Minutes of Board of Directors Meeting  
February 18, 2020

**Present:** Jim Brady, Ron Zamulinski, Lee Maher, Birgit Pullen, Nora Senechal, Gord Simmons, Murray Smith, Dave Sparling, Marilee Egan.

**Recording Secretary:** Marilee Egan

**Call to Order:** A quorum of Directors being present, the meeting was declared duly constituted by the President, and began at 1:30 p.m.

**Approval of Minutes:** Moved by Nora Senechal, seconded by Birgit Pullen that the Minutes of the Board of January 14<sup>th</sup>, 2020 be approved. **All in favour Carried**

**Correspondence:**

A letter was received from residents expressing dissatisfaction with the new pool hours. After discussion it was decided that the Board's earlier approval on October 8<sup>th</sup> of the ad-hoc Pool Committee recommendation must stand for the one year trial basis as agreed, and that a written response should be sent to the residents concerned. Lee Maher and Gord Simmons will compile a response. It was suggested that usage during the trial year could be monitored to assist with future decision making.

**MOTION:** Moved by Lee Maher, and seconded by Gord Simmons that a form letter explaining the position of the Board of Directors be sent to the residents who expressed their concern. **All in favour Carried**

**President's Report:** Jim Brady

Jim gave an update on the Centre:

- The drywall in the Centre has been installed and primed. The painting could be completed next week.
- The kitchen will be finished first, but there is a month delay on the kitchen cabinets.
- An order for 7700 square feet of flooring has been sent to the manufacturer.
- Jim and the CTC are meeting with Ben Cowey to confirm the date of April 1<sup>st</sup> for possible access for moving furnishings into the Centre.
- All outside events booked for rental of the Centre over the summer have been cancelled until the end of July, but bookings have been accepted for the fall.
- A discussion was held on the need to review CCRA's pricing structure for private rentals. Lee Maher volunteered to form a committee to do so.

**MOTION:** Moved by Dave Sparling and seconded by Nora Senechal that the Board approve the purchase of shelving for the Centre. **All in favour Carried**

- Gord noted that protruding plumbing and electrical conduits on the west wall inside the storage area need protection.

**MOTION:** Moved by Dave Sparling and seconded by Ron Zamulinski that the Board approve the purchase and installation of a moveable steel safety railing to protect plumbing and electrical conduits in the storage area. **All in favour Carried**

**Business arising from previous Board minutes: none**

**Treasurer’s Report:** Lee Maher

- Lee reviewed the Q3 financial statements (full report on file)
- Utility, storage and legal expenses for the October/December time frame have been invoiced to Perry Pines for reimbursement.

**MOTION: Moved by Lee Maher, and seconded by Ron Zamulinski that the Board approve the cashing of Settlement Fund GIC #58a in the amount of \$33,552, and the transfer of \$15,428 to CCRA’s CIBC Operating Fund account, with the remainder and accrued interest totalling \$18,660 being used to purchase a one year GIC with Coast Capital Savings at a rate of 2.25% All in favour Carried**

- Lee reported we are on track with budgeting for an Operating Fund surplus of approximately \$30,000. The surplus for the current fiscal year will be transferred in part to the 2020/21 Operating budget, and the rest transferred to the Capital Fund.
- Finance will be working on next year’s budget in March, which will be challenging due to the many variables. There will certainly be an increase in Operating costs. The Committee hopes to come back to the Board with as complete a report as possible for the 2020/21 Operating budget, and will recommend an assessment number to the CCRA Board in the April-May timeframe for the June AGM. They have forwarded budget templates to be completed by the Admin, House & Property, and Communications Committees, and have requested input from the CTC and Geranium re: sales projections.

**COMMITTEE REPORTS:**

**Administration: Murray Smith**

- Murray is sourcing two large carts for moving and storing the 60 inch tables.
- There is no information on FOB progress as yet. Murray is waiting for a response by A&S security.
- The Admin. Committee is looking at furnishing and upkeep issues for the new Centre.
- There will be two new rental hot water heaters - one in the west storage area to service the kitchen and one downstairs to service the outdoor shower and washroom. A third heater is in the old men’s washroom and is owned by CCRA.
- Geranium is supplying the reverse osmosis system.

**Communications/Web: Nora Senechal (full report on file)**

The Chronicle needs more advertisers. Residents are encouraged to help by suggesting ads to businesses they have dealt with, or by identifying possible contacts to the Committee. Business cards with ad prices included are available from the Committee.

Current ad prices are:	¼ pg.	\$30.00 per issue.	\$120.00 billed yearly (4 issues)
	½ pg.	\$55.00	\$220.00
	Full pg.	\$105.00	\$420.00

At our webmaster’s request, there was discussion about removing unnecessary items from the CCRA website. It was agreed that CRPAC reports are no longer relevant and should be removed, and that “What’s Happening” need not be there at all since all Members receive it by email.

**Governance:** Gord Simmons (nil report)

**House & Property:** Dave Sparling

- The doors will be installed by mid - to end of March.
- Once the trailer is moved, the security system will be transferred by A&S security to the Centre for protection during the partial occupancy period and following.
- The toilets will go in next week, and painting will be completed.
- Everything is ready for the cameras to be installed by A&S security.
- The shelving will be ordered next week, and will be picked up by House and Property.

**Municipal Affairs:** Ron Zamulinski (nil report)

**Social:** Birgit Pullen

- The next two Happy Hours are scheduled for February 28<sup>th</sup> and March 27<sup>th</sup>.
- The International Dinner has been postponed to August 8<sup>th</sup>, with an alternative date of August 15<sup>th</sup>.
- The Social Committee hopes to start Coffee Hour again in May, if progress on the Centre's renovation goes as planned. They need volunteers to organize speakers on a monthly basis.
- The Yard Sale is scheduled for May 2<sup>nd</sup>; the Committee is looking for a convenor to advertise this event.

**New Business:** none

**Adjournment:**

Moved by Ron Zamulinski that the meeting be adjourned at 2:45 p.m.

Next Scheduled Meeting is on Tuesday March 10<sup>th</sup> at 1:30 p.m.

\_\_\_\_\_  
Jim Brady, President

\_\_\_\_\_  
Marilee Egan, Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

