

Canterbury Common Residents' Association
Minutes of Board of Directors Meeting
April 14, 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 "Zoom" e-meeting was declared duly constituted by the President, and began at 1:40 p.m.

Approval of Minutes:

Moved by Nora Senechal, seconded by Gord Simmons that the Minutes of the Board of Directors' meeting of March 10th, 2020, be approved. All in favour - **Carried**

Correspondence: Jim Brady has received phone calls and emails on recent issues:

The letter sent advising returning residents to self isolate was seen, with some exceptions, to be very useful.

Both the initiatives to contact members who are living on their own, and to arrange with Vos for grocery deliveries were greatly appreciated.

President's Report: Jim Brady

Jim Brady reported that Gord Simmons has produced a revised schedule for moving into the Centre, but as of today there will be more changes due to changing Government guidelines on restricting construction for non-essential buildings such as the Centre. Gord noted that these will be described in the "What's Happening" bulletin to be released this week.

Jim reviewed his letter to the Board outlining reasons for postponing the AGM to September, and the resulting need to change By-law #1 paragraph 24, which states that the AGM must take place within 90 days of the fiscal year end. Following consultation, it was decided that due to Covid 19 pandemic restrictions, the wording of paragraph 24 be changed to accommodate a 6 month delay.

MOTION: Moved by Gord Simmons, and seconded by Dave Sparling, that paragraph 24 of By-Law No. 1, reading "The Annual General Meeting shall be held within 90 days of the fiscal year end" be amended by the Board to read "The Annual General Meeting shall be held within 180 days of the fiscal year end".

All in favour – **Carried**

This amendment will be effective immediately, and will be confirmed at the AGM.

Paragraph 9 of By-Law No. 1 refers to Election of Directors and states "If an election of Directors is not held at the proper time, the Directors then in office shall continue in office until their successors are elected". Birgit Pullen and Ron Zamulinski agreed to stay until the AGM, but Gord Simmons is resigning as of June 30. He will continue as Chair of the Governance Committee.

Business arising from previous Board minutes: none

Treasurer's Report: Lee Maher

- Lee Maher reported that the Finance Committee has completed a preliminary review of the fiscal 2019/20 financials. The final version will be submitted to Janet McGhee for auditing, and to the Board for approval at the next Board meeting.
- We have an Operating Fund surplus of ~\$44,000. Finance proposed that \$25,000 of the surplus be moved into the Capital Fund, with the rest remaining in Operating Fund to offset a portion of the 20/21 Operating Fund expenses.

MOTION: Moved by Lee Maher, and seconded by Gord Simmons that the Board approve the reallocation of \$25,000 of the 2019/2020 Operating Fund surplus to the 2020/21 Capital Fund as recommended by the Finance Committee. All in Favour – **CARRIED**

- Using input from the various Committees, a draft 20/21 budget has been prepared for review by Board members and will be discussed at an upcoming ZOOM e-meeting. It will be presented for approval of the Board at the May Board meeting in May.
- There are now two invoices outstanding for reimbursement by Perry Pines totalling ~\$18,000, and Finance is still working to resolve the problem.
- At Gord Simmons request, the Governance Committee will have its own budget in future.
- A proposal was made to increase the salary paid to Wendy Lang.

MOTION: Moved by Lee Maher and seconded by Gord Simmons that the CCRA Board authorize an increase in salary for Wendy Lang to \$25.00 per hour. All in favour – **CARRIED**

- Following discussion, it was agreed there is a need to increase the budget for Communications unless more advertisers for the Chronicle are found. We have a requirement in the Policies and Guidelines and a commitment to our current advertisers to publish four issues of the Chronicle per year. All agreed that the Chronicle provides an important service to the CCRA community. The Communications Committee will present a proposal at the next CCRA Board meeting for future publications of the Chronicle.

COMMITTEE REPORTS:

Administration: Murray Smith

- Murray Smith reported having difficulty reaching the company supplying our chairs, likely due to the Covid19 pandemic. This a concern as it creates a problem regarding delivery and storage as the Centre remains closed.
- Murray has been offered a high quality shuffle board for the Centre at a very favourable price. It was agreed this offer should be accepted. We also have an offer of a new dart board.
- After much negotiation, the second water tank has been delivered but is not yet installed. This will be done when the Centre re-opens.
- Programming of the key fobs still needs to be done, and the cost has unaccountably increased significantly from the quoted price. Negotiations re: payment are continuing.

Communications/Web: Nora Senechal

- Nora Senechal advised that the next issue of the Chronicle should go out Monday via Canada Post to avoid hand-delivery. Port Perry Print will take them directly to the post office for mailing.
- The Committee hopes to produce a summer edition of the Chronicle, and will bring details to the Board in May.
- Nora has received pictures of the Centre from Wayne Shannon as well as some submitted by CCRA members for posting on the website so they will be available to all.
- Website access statistics are down, most likely related to our current lack of activities and Covid19 self-distancing protocols.
- Jim Brady congratulated Nora and her committee on the excellence of the latest Chronicle.

Governance: Gord Simmons

- Gord Simmons reported receiving a few phone calls asking for advice, but with social-distancing in place Committee members have not been able to respond. Gord has advised callers that plans be put on hold until social distancing rules are relaxed.
- Gord expects there will be a lot of projects undertaken once things return to a more "normal" situation.

House & Property: Dave Sparling

- Dave Sparling reported that the main (West) entrance doors are on hold until conditions change. They are not yet built and cannot be delivered at this time.
- Dave has received a quote for the automatic door openers for the front doors at \$2100.
- Depending on when CCRA gets access to the 1st, 2nd, 3rd, and 4th holes, we may need grass cut in the fall. Once a time frame is known, H&P will tender a request for proposals from three providers.
- Wayne Shannon has painted the floors in the storage areas, but everything else is now on hold.
- To date no-one has volunteered to take over as Pool Coordinator.

Municipal Affairs: Ron Zamulinski

Ron Zamulinski had nothing to report.

Social Committee: Birgit Pullen

- Ken Hurst has advised all participants of the cancellation of the "Come from Away" Theatre excursion, and all cheques have been returned to Lee Maher for shredding.
- Since information about the Covid-19 virus keeps changing, we can't commit to any dates. Therefore, the Canterbury Yard Sale has been cancelled, and all future "Happy Hours" have been put on hold.
- Lastly, the International Dinner that was planned for October will be postponed to April 2021.

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New Business: None

Adjournment:

It was moved by Nora Senechal that the meeting be adjourned 3:10 p.m.

Next Scheduled Meeting: May 12 at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

