

Canterbury Common Residents Association
Minutes of “Zoom” Special Board of Directors Meeting
May 1, 2020

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

Guests: John Brewer, Ken Gadsden

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.

President’s Report.

Jim Brady welcomed guests John Brewer and Ken Gadsden who have volunteered to stand for election to the Board of Directors for 2020-22. The election will be held at the next AGM.

Jim called on Ron Zamulinski who informed us that the Library Committee is asking residents to dispose of any library books brought back from Florida as a precaution due to Covid19, and not return them to the library. They would like the Board to inform our residents, and Gord Simmons agreed to ask Martha Simmons to include this information in the May Bulletin.

Jim Brady thanked Gord Simmons for organizing and preparing the detailed charts of expenditure requests we needed for making informed decisions at the meeting.

Jim stated that the purpose of the meeting was to discuss proposed purchases and expenditures for equipping the Centre, to hear the rationale for each, to prioritize items and make decisions for approval or deferral. A list of all proposed purchases and their costs was provided to the Board members.

For each item, pros and cons were clarified and debated, and priorities were established. Following a lengthy discussion, decisions were made for approvals or deferrals as noted as below:

Quotations for the Centre - (Summary)

*Capital Funds exist to cover expenditures that represent the acquisition of new assets or add to the value of the existing asset.

*All approved Capital purchases under \$2000 have been transferred to H&P/Admin Operating Funds.

	<u>Cost (incl.HST)</u>	<u>Committee</u>	<u>Total approved</u>
Capital - Approved			
Table Coverings	\$2,712.00	Admin.	
Window coverings	9,051.35	“	
Tables, Racks & hanging system	1,223.54	“	
Shuffleboard Court – Indoor	500.00	H&P	
4’x8’ Billiard Table and set up	1,500.00	Admin	
Foyer TV Info Sign	1,310.80	“	
Water Cooler	678.00	“	
Touchless Automatic Hand Sanitizers (5)	<u>299.45</u>	“	
	Total approved.		17,275.14

		<u>Cost (incl.HST)</u>	<u>Committee</u>	<u>Total approved</u>
Capital - Deferred until funds are available	9 - 60" Round Tables @ 265	2,695.05.	Admin.	
	2 FC-D Chair Dollies @ 250.00	565.00	"	
	72 Regular straight back chairs @ 250.00	6,671.52	"	
	20 chairs with arms @102.00	2,305.20	"	
	Shipping Charges	282.50	"	
	Shuffleboard Court/outdoor	3,236.32	H&P	
	Electric Hand Dryers	3,955.00	Admin.	
	Waste Disposal Bins	<u>1,130.00</u>	"	
	Total	20,840.59		
RRF Approved	6 - 36" x 36" card tables	1,017.00	Admin.	
	Solar blanket & Roller	2,825.00	H&P	
	Pool patio Furniture	<u>678.00</u>	"	
		Total	4,520.00	4,520.00
Operating Approved	Automatic Pool Cleaner	1,808.00	H&P	
	2 sets of horseshoes	203.37	"	
	Carpet Runners/cleaning	<u>905.00</u>	Admin	
		Total.	2,916.37	<u>2,916.37</u>

Total Approved: 24,711.51

(Total deferred \$20,840.59)

Detailed Budget Quotations - Approved / Deferred

Capital Budget		Amount	HST	Total	Source	
9 - 60" Round Tables 265.00	Admin First Choice	2,385.00	310.05	2,695.05	Capital* 2,695.05	Admin 2020 Budget #002
72 Regular straight back chairs - 82.00	Admin First Choice	5,904.00	767.52	6,671.52	Capital* 6,671.52	Admin 2020 Budget #004
20 Chairs with arms 102.00	Admin First Choice	2,040.00	265.20	2,305.20	Capital* 2,305.20	Admin 2020 Budget #005
Table Coverings	Admin	2400.00	312.00	2712.00	Capital* 2,712.00	Admin 2020 Budget #008
Window Coverings for hall – Upper /Lower	Admin	4933.88 3076.17	641.40 399.90	5575.28 3476.07	Capital 9,051.35	Admin 2020 Budget #009
Shuffleboard Court Outdoor-Super mini 6'x 40'	H&P Shuffleboard .com	2864.00 With pad	372.32	3236.32	Capital* 3,236.32	H&P 2020 Budget #012
Electric Hand Dryers	Admin.	3500.00	445.00	3,955.00	Capital* 3,955.00	Admin 2020 Budget #018
Total Capital Budget					30,626.44	
*Already in the budget presented					21,575.09	
New Capital budget expenses					9051.35	

Administrative Operating Budget

Touchless Automatic Hand Sanitizer Dispensers 5 @ 53.00	Admin	265.00	34.45	299.45	Capital 299.45	Admin 2020 Budget #022
Waste Disposal Bins	Admin	1000.00	130.00	1,130.00	Capital* 1,130.00	Admin 2020 Budget #021
Carpet Runners for entranceways	Admin	800.00	105.00	905.00	Capital* 905.00	Admin 2020 Budget #020
Water Cooler (Point of use cooler)	Admin	600.00	78.00	678.00	Capital* 678.00	Admin 2020 Budget #019
Foyer TV Display Info Sign for Centre	Admin Spectrodata	1,160.00	150.08	1,310.80	Capital* 1,310.80	Admin 2020 Budget #015
Shuffleboard Court - Indoor	Local Resident	500.00		500.00	Capital* 500.00	Negotiated amount #011 Admin 2020 Budget
Tables, Racks and Hang it up system	Admin Artist Group	994.29	129.26	1223.54	Capital 1,223.54	Admin 2020 Budget #010
4 x 8 Billiard Table + Set Up	Admin Local Resident	1500.00		1500.00	Capital* 1,500.00	Negotiated Amount #001 Admin 2020 Budget
2 FC-D Chair Dollies @ \$250.00	Admin First Choice	500.00	65.00	565.00	Capital* 565.00	Admin 2020 Budget #003
Shipping Charges (for chairs)	Admin First Choice	250.00	32.50	282.50	Capital 282.50	Admin 2020 Budget #006
Total Operating Budget					8,394.29	
*Already in the budget presented					6,588.84	
New operating budget expenses					1,805.45	

H & P Operating Budget

2 Sets of Horseshoes	H & P	179.98	203.39	203.37	Capital 203.37	H&P 2020 Budget #013
Automatic Pool Cleaner	H & P Pool Committee	1,600.00	208.00	1808.00	Capital* 1,808.00	H&P 2020 Budget #014
Total Operating Budget					2,011.37	
New operating budget expenses					2,011.37	

Replacement Reserve Fund

6 Card 48 X 48 Card Tables	Administration Costco	900.00	117.00	1,017.00	RRF 1,017.00	Admin 2020 Budget #007
Solar Blanket and Roller	H & P Pool Committee	2,500.00	325.00	2,825.00	RRF 2,825.00	H&P 2020 Budget # 016
Pool Patio furniture 20 chairs @25, 2-42" tables @100.00	H & P Pool Committee	600.00	78.00	678.00	RRF 678.00	H&P 2020 Budget #017
Total Replacement Reserve Fund					4,520.00	

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Although many items could not be approved at this time, there was agreement that some could be reconsidered if the budget status changes due to changing timelines for the Centre opening.

Adjournment: The meeting adjourned at 3:35 p.m.
Next Scheduled Meeting is on May 12 at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date