

Canterbury Common Residents Association
Minutes of Board of Directors Meeting
September 8, 2020

Present: Jim Brady, Dorothy Bull, Lee Maher, Birgit Pullen, Ken Gadsden, Nora Senechal, John Brewer, Murray Smith, Dave Sparling, Marilee Egan.

Recording Secretary: Marilee Egan

Guests: Wayne Shannon, Ed Richards

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.

Introduction of Guests: Jim Brady introduced Wayne Shannon and Ed Richards.

Wayne Shannon explained that prospective volunteers have asked him if volunteers have insurance coverage, and Wayne has consulted with Ed Richards to clarify the situation.

Ed Richards explained that CCRA's current General Liability policy provides limited coverage for some medical expenses - up to \$25,000 - following an accident resulting in injury or death of a volunteer. We also have third party insurance, so if a volunteer who is carrying out business on behalf of CCRA causes injury to a third party, the volunteer would be covered.

Thirdly, our insurance provides for Directors and Officers of the Board to protect our non-profit organization against the most common liability risks.

All these are subject to limits, certain conditions and exclusions.

CCRA volunteers are not eligible for Workers Compensation since we do not have paid "workers".

At this time it seems impossible to arrange significant insurance coverage for volunteers as the cost would be too expensive for CCRA to manage. (**Ed Richards' complete report is on file.)

Lee Maher suggested we research what other similar volunteer organizations do for their volunteers, and all agreed.

Wayne explained that some of our volunteers have taken courses which qualify them for certain jobs, such as chainsaw operation/tree cutting, and some are licensed and/or have previous experience. Many enjoy working on projects, and would want to continue to help out.

It is recognized that some of the jobs that are being done by volunteers for CCRA can be dangerous, and require specific expertise and/or good fitness levels.

Following discussion, some actions were suggested:

- H & P will set up systems to:
 - Develop an official process for carrying out projects
 - Develop a record of the qualifications of our volunteers.
 - Evaluate the risk of injury for each job before assigning it.

All agreed that the most important action must be to minimize or eliminate entirely the possibility of risk to volunteers, and that any high-risk jobs must be outsourced to professionals who have the training required and who are insured through their business.

Jim Brady recognized Wayne Shannon for the work he has done on behalf of CCRA. Wayne was at the Centre almost every day during the construction period, and Jim extended our appreciation and thanks for Wayne's time and expertise.

Approval of Minutes:

Moved by Murray Smith, seconded by Nora Senechal that the Minutes of the Board of Directors' meeting of September 3, 2020, be approved.

All in favour - Carried

Correspondence: A notice of resignation was received from Lee Maher on September 6, 2020, stating that he would be stepping down from the position as Vice President of CCRA effective September 23rd, 2020, but will remain as Treasurer and Director of Finance on the Board of Directors.

On August 13th, Jim received a formal notice of resignation from Ron Zamulinski, who was unable to continue on the Board due to ill health. Ron passed away on August 19, 2020.

President's Report:

Jim Brady referenced the committee lists of volunteers. All were reviewed and all committee chairs have been approved and verified as homeowners.

Jim discussed aspects of the organization of the AGM on September 23, 2020. Lee Maher and Dave Sparling have agreed to give an oral report at the meeting, and Nora Senechal and others will be pleased to answer questions from the floor.

Attending the AGM in person will be two guests, Roger Doe and Janet McGhee, and members including Don Cann who will act as Sargeant-at-Arms, all proxy holders and all CCRA Directors.

There will be temperature checks and sign-in at the door, and masks and social distancing are required. John Brewer has provided a memo to proxy holders outlining the safety protocols to be followed at the door when collecting signed proxies from residents.

There will one stationary microphone for questions from the floor.

Spectrodata is coming on Thursday the 17th to check the sound system and give lessons on its operation.

Business arising from previous Board minutes: nil

Treasurer's Report: Lee Maher

- Lee Maher and Jim Brady have a Zoom meeting on Sept. 9th with Geranium to discuss details for the collection of the one-time fee of \$500 and the prorated assessments from new homebuyers. Geranium will collect the fees as part of the closing process and forward them to CCRA.
- The financial report from auditor Janet McGhee is now available. Her report indicates that nothing in our financial statements need be addressed.
- The Finance Committee has a new volunteer who is a CPA. He suggested there is an alternate method of reviewing finances called a "Review Engagement" which would be a simpler and less expensive process than a full audit, and the Finance Committee plans to research this method.
- Ed Richards and Doug Thiemann met with Peter McLean to conduct an insurance appraisal on CCRA's new holdings. The value was determined to be worth three million, five hundred thousand dollars, (\$3,500,000), almost a threefold increase. The cost of insurance is yet to be determined. A follow up study on the adequacy of the Replacement Reserve Fund is being considered.
- Lee Maher was pleased to announce that advertising sales for the Chronicle brought in \$810.00.

COMMITTEE REPORTS:

Administration: Murray Smith

Murray Smith stated that the fob distribution went well, although there were 38 no-shows. The survey forms returned resulted in good data for our records.

Murray is pleased to announce that Ann Ball is the new treasurer for the Administration committee. She takes over from Michel Leclerc who has filled this role for 12 years and is ready to retire.

Our janitorial expenses for the Centre are skyrocketing because of the daily cleaning expenses required due to Covid 19 concerns, and the committee is considering closing off some areas of the building since they are not being used at this time. They will wait to see the bill for September cleaning, then make a decision.

The high cost of our cable bill is being investigated.

Communications/Web: Nora Senechal - nil report

Governance: John Brewer for Gord Simmons (report on file)

- Two projects have been completed since the last report.
- There are ongoing issues with the damaged lawn but it is hoped repairs and grassing will solve the problem.
- There has been a second project where a permit for excavation was required by Kawartha Lakes; the homeowner was pleased with the assistance given by officials of both Kawartha Conservation and Township of Scugog.
- Two new projects have involved advising on removal of a roof structure, and on the positioning of a generator. Neither required involvement of the committee.
- On August 30th, 130 copies of By-law #1 were given out. The rest will be given out on the weekend when fobs are collected.
- John was pleased to announce that Barb Holt has joined the Governance committee, and hopes to have another volunteer soon.

House & Property: Dave Sparling (report on file)

- Dave Sparling has received resignations from Jim Worsley and Bill Gerber. They will be sorely missed, but both will be available for advice when needed.
- Door handles were supposed to be in last Thursday but have not arrived.
- House and Property has been busy, particularly with the grounds and planning for the gardens.
- They are suggesting that when RFPs for grass cutting and snow removal are sent out they should be as two separate contracts.
- Dave Sparling noted that since H & P has lost two members, he would like to have 2 new members join in, and asks for suggestions.

Municipal Affairs: Dorothy Bull

Dorothy Bull is looking into problems with paving repairs around the sewers in two areas, but Town response has been inadequate to date.

Social Committee: Birgit Pullen

Birgit Pullen reported that the Happy Hour in the Commons on August 12th, was very successful. Approximately 60 people, including some new homeowners, came out in beautiful weather and enjoyed the event.

Birgit also mentioned there are 12 people interested in joining the artist group downstairs in the Centre. Ideas such as workshops are being explored.

New Business: none

Adjournment:

It was moved by Nora Senechal that the meeting be adjourned at 3:48 p.m.

Next Scheduled Meeting is on Tuesday, October 13 at 1:30 p.m.

Jim Brady, President

Marilee Egan, Recording Secretary

Date

Date

