

FBCA Board Meeting Minutes

February 23, 2023

7:00 pm via Zoom

1. Call to order 7:03 pm
2. Attendance: Elaine, Angela, Debby, Erna, Judy, Keir, Marcia, Neville, Sherry, Susannah, Suzanne, Tammy, Tanya
3. Absent/Regrets: Marcia, Sherry, Suzanne
4. Approval of Consent Agenda
 - Move “Sponsorship Agreement Form” to Business agenda.
 - Moved Neville to accept Consent Agenda as amended
5. Approval of Agenda
 - Moved Tammy to accept agenda with additions. Carried.

Business

1. Introduced Tanya as Treasurer.
2. AGM preparation discussion (Special Resolutions, Agenda)

Moved Erna: That we do not raise FBCA annual membership fees at this time. Carried.

Remove suggested resolution from “In Process List” regarding bookkeeping service contract being reviewed

Moved Erna: That the Special Resolution: “To amend the 2nd purpose of the FBCA to read: “To provide and support programs, activities, and events to benefit all age groups in the community, with focus on the arts, culture, education, health, and recreation.” be presented at the May AGM.” Carried

AGM Agenda

Floor Replacement Update to be included in President’s Report

Moved Susannah to accept the AGM *template for May 2023 AGM. Carried. Erna will submit to the Flyer. [See AGM Agenda at end of these minutes]

3. Sponsorship Agreement Form amendments. Moved Erna to accept the following amendments: Defeated
 - 1.2. Upon termination of this agreement any remaining funds in the **NAME** account will be transferred to the FBCA general account.
 - 1.3. If during the agreement the Sponsored group dissolves or disbands, any remaining funds in the **NAME** account will be transferred to the FBCA general account.
4. Recommendations from Committee - definitions of “programs, activities, events”

Remove discussion of Fiscal Policies and Procedures: Sponsorships and **discuss at a future Board meeting.**

Action: Neville to investigate extra insurance requirements and report back to the Board at the March meeting.

Remainder of package of changes as amended approved. **Action: Erna to send out revised version.**

5. Volunteer Jobs/Welcome Coordinator

Jackie Ainsworth has helped Alaine to put together the descriptions of FBCA Roles, Events and Tasks

Add: Health and Safety Coordinator, Grant Writer, Volunteer Coordinator

Action: Jackie and Alaine will draft an article for vacant roles and tasks for the next Flyer

6. Warming Centre. Tammy outlined the general process for becoming a Warming Centre at the Hall. **Moved Tammy to investigate and bring back more information to the March Board meeting.** Carried
7. Request for expenses for Pacific Contact conference to be reimbursed. Moved Tammy that the Board reimburse Alaine and Bill French for expenses to attend the Pacific Contact conference up to \$1800 plus meals. Carried.
8. In Process List - develop and record a process
 - Action Items put on the list from Board Meeting minutes with deadline and person responsible
 - List maintained by Secretary
 - Directors are responsible for updating items in their monthly reports. Volunteers may report if given a task.
 - List is distributed with Draft Minutes**Action: Erna, Susannah, Debby and Suzanne to update In Process list before March Board Meeting.**
9. FORS - Tammy met with Judy LeBlanc and Lise about the Fat Oyster Reading Series. FORS would like to become an FBCA program. Tammy will be the Board liaison.
10. Standing Items - **Moved Erna to postpone to March Board Meeting. Carried**
 - Collecting Director Information

- Recruiting Ideas

New Business

1. Update from Neville
Tuesday March 24 – 'The History and Mystique of Diamonds' - date change to March 29. Last event raised approx \$800 in donations
2. Questions from Judy regarding insurance and sponsorship. Suggested that Judy refer potential sponsorship to Tammy
3. Celebrate Your Community - two new groups, including the Lions
4. Cleanup Day - Fanny Bay Seniors providing refreshments for Cleanup Day

Meeting Evaluation

- Reduce number of agenda items where possible
- Remind Directors of previous discussions/decisions on agenda items, especially those that are amendments to previously-approved documents

Next Meeting: March 23, 2023

Adjournment: 9:32 pm

Fanny Bay Community Association

Annual General Meeting

May 11, 2023 5:30 pm

Call to Order

Welcome

We respectfully acknowledge that the land we gather on is on the traditional unceded territory of the K'omoks First Nation, the traditional keepers of this land.

Acceptance of the Agenda

Establishment of quorum (minimum 12 members)

Acceptance of the April 2022 AGM minutes

Introduction of current Board

Thanks to retiring Board

Reports

1. President
2. Treasurer
3. Appointment of Auditor for 2023
4. Special Resolutions

To amend the 2nd purpose of the FBCA to read: "To provide and support programs, activities, and events to benefit all age groups in the community, with focus on the arts, culture, education, health, and recreation."

5. Nominations Committee Report
6. Elections
7. Other business and announcements
8. Questions and Comments from the floor
9. Adjourn