

FBCA Board Meeting

Minutes

October 26, 2023 7:00 pm via Zoom

1. Call to Order: 7:12 pm
2. Attendance: Elaine, Dominique, Judy, Keir, Neville, Tammy, Tanya, Susannah
3. Absent/Regrets: all present
4. Approval of the Consent Agenda, including Treasurer Reports distributed Oct 19, Oct 21/23 and Director Report Regarding Website Costs distributed Oct. 26/23. Moved Susannah. Carried
5. Approval of the Agenda, with the following additions:
 - Director Report Regarding Website Costs.
 - CVRD Suggestion for Building Condition Assessment
 - Coverage in the Flyer for Parents and Tots program
 - Valentine Dance UpdateMoved Tammy. Carried

- Moved Susannah that New Business be moved to the beginning of this meeting. Carried

New Business

1. Director Report Regarding Website Costs.
 - Moved Keir that the Board approve a \$245/month Operating Cost for the new FBCA website for 2024 to be reviewed one year later. Carried.
2. CVRD Suggestion for Building Condition Assessment as discussed at CVRD Collaboration Meeting October 25/23 which Tammy attended.
 - CVRD is offering to coordinate a Building Condition Assessment among the halls
 - Board agreed to express interest in being included in the initial process
3. Coverage in the Flyer for Parents and Tots program
 - Offer them space in this month's Flyer Kid Korner pages
 - Dominique to mention Parents and Tots program monthly in the Flyer
4. Valentine Dance
 - Looking to move the Dance later in the year because of the band's availability

Business

1. FBCA Financial Forecast and CVRD 5 Year Plan
 - Financial Forecast

- Suggestion to spend time in January to set up the forecast. **Add to January 2024 agenda.**
- Suggestion for the Board to review quarterly
- **Suggestion to add a line for “Kids Events”**
- CVRD 5 Year Plan
 - Plan to be submitted by October of each year
 - **Asset Inventory to be updated by Neville, Elaine and Tammy**
- 2. Membership Desk volunteers
 - Sherry has sent a schedule for volunteer times
 - Susannah to collect money
- 3. Expense item: repair to glass frame - tabled to November meeting
- 4. B&G Director - Getting a Team of Helpers
 - Neville could be coordinator
 - Possible names on the “team” - send possible names to Neville
 - Tammy to include in Board Buzz
- 5. Halloween Update from Dominique - see report in Consent Agenda
 - Kids Planning committee is underway plus 8-10 adult volunteers
 - Fanny Bay/Union Bay Fire Dept to attend
 - \$1500 donation from FBI plus \$100 from Baynes Sound Lions; various other community donations
 - **Disposition of \$1500 to be discussed at a future meeting**
- 6. Donation from SPID (\$3000). **Disposition to be discussed at a future meeting.**
- 7. Standing Items:
 1. Communications/updates from volunteers
 - Dominique has name of a person who has volunteered to assist her. Criminal Record Check will be asked for.
 2. Update “Items In Process” List. **Suggestion to add “estimated time of completion” column.**

AUDIO VISUAL Update

Neville and I have been working with Ron to clear up some issues and make AV rental more profitable for hall and AV technicians.

Ron sent us a more complete list of what was included in each package and what he felt was the going rate for such services.

We have made a counter offer so that the hall will also get some money from the rental, to cover the wear and tear of the equipment and are waiting feedback.

This covers the rates for rentals only, not for Fanny Bay Sponsored events.

Standard Sound System

Free unless renters need some help setting up. Charge of \$50 all of which goes to AV technician

Small Multi Media Package \$150 with \$50 going to the hall.

Full Multi Media Package \$250 with \$50 going to the hall.

Meeting Evaluation

- Further discussion needed on what is included under “Correspondence”
- Additions to agenda: preface with “does it need to be discussed at this meeting?”
- Consent Agenda procedures to be monitored

Next Board Meeting: November 23, 2023

Adjournment: 9:00 pm

Director Report Regarding Website Costs

October 25, 2023

RE: Annual Cost for New Website and Integrated Communication System

Dear Tanya / Board –

Our web designer, Leslee has confirmed the annual operating costs for the new website and integrated communication system (website). We are at the stage of the project where Leslee needs to direct *Get Communal* to start building the integrated communication system; therefore, it is critical now that we consider and [hopefully] accept/approve the operating costs associated with operating the new website.

Website Operating Costs

Domain: \$30 approx. yearly

Website Hosting: \$30/month

Website Maintenance (safe updates): \$25/month

Updates to text and images etc. is a very small part of the website maintenance. It is the keeping WordPress Core, Plugins and Theme updated that is the biggest part - I do NOT suggest we consider this a task for a Volunteer. S/he would need a technical understanding of how to update WordPress Core, Plugins, and Theme, to keep the site secure and running properly. These updates need to be done in a systematic way and creating backups before and after doing the updates is important. There can be conflicts between plugins that "can" break the site and so the person doing them needs to know how to manage this. As well, if we are doing the updates ourselves, any issues that occur and need to be fixed would have to be charged out at Leslee's hourly rate. This would also be the case for any content updates, if she has to fix something, she does have to charge. However, she does provide videos with training that can be rewatched, so I support and encourage recruiting 3-4 Volunteers to be trained to update content.

IT IS MY RECOMMENDATION THAT WE BEGIN YEAR 1 AT FULL HOSTING AND SUPPORT AT \$245/MONTH.

This will allow us to become trained, gain experience and support each other as a 'website team', and then consider if we are comfortable taking on additional maintenance tasks (*keeping WordPress Core, Plugins and Theme updated*).

I am not clear what our current website operating expenses are. Because we will discontinue using all current programs/platforms those cost savings can be factored into the \$200 or \$245 monthly cost.

Undoubtably this new way of managing our business electronically will result in an increase in budget. I truly look to Tanya to help the Board understand if the month cost of \$245 is manageable.

I will attend the Board meeting Thursday night to speak to this and answer any questions to the best of my ability.

Regards, Keir