

FBCA Board Meeting

Minutes

April 23, 2025 7:00 pm in person at Fanny Bay Hall

1. Meeting called to order at 7:00 pm
2. Attendance: Alaine, Dominique, ~~Judy, Kathryn~~, Lesley, Michael, Neville, Susannah, Tammy, Teresa
3. Absent/Regrets: Judy, Kathryn
4. Approval of Consent Agenda, including financial statements of March 31, 2025. Moved Tammy. Carried.
5. Approval of Agenda, with addition of Time Conflict August 23, 24 2025: Moved Lesley. Carried

Business

1. 2025 Budget for approval
 - a. Budget in Consent Agenda was incorrect.
 - b. Vote to be conducted via email when correct Budget has been provided to Board.
2. AGM and Kickoff Format
 - a. Table groups to be facilitated by Board members and community members; Board members not to participate
 - b. Lesley will send out questions for Board members to answer in advance
 - c. Will need membership list – Tammy to print out
 - d. AGM reports to be sent to Susannah by May 1; reports in point form in Word; Susannah to forward to Lesley for Powerpoint
 - e. Dominique to set up projector, screen, microphones
 - f. Tammy to order food
 - g. Have flipchart paper; pens; stands
3. Calibrate Consulting Contract - see Meeting Materials; proposed web services - see Webmaster report
 - a. Calibrate Consulting Contract – moved to May Board meeting
 - b. Proposed web services – suggestion to add Fanny Bay Seniors and Baynes Sound Garden Club pages to our website; further discussion at May meeting
4. List for Handyman
 - a. Susannah to send the list to Walter
5. Standing items:
 - a. Communications from volunteers
 - i. “How to” guide being prepared for Summer Market
 - ii. Baynes Sound Lions Club donation of \$500 received
 - b. Items in Process list update

- i. #15 Adjust “events” budget categories; complete 2504
- ii. #23-Flyer format unchanged; date of distribution changed; continue search for Flyer editor
- iii. #45 Purchase floor scrubber – purchased and delivered
- iv. #46 Rogers Internet – installed and working
- v. #47 Report summer market approval of events to organizer; complete
- vi. #51 Investigate fee increase for cleaner; no further action until we are notified

AGM 2025 Preparation

1. **AGM date** (May 15, 2025) approval by Board. Approved at February Board Meeting. The date of the Annual General Meeting (AGM) will be set a minimum of 60 days prior (by March 15) to the AGM and posted in all current communications formats as early as possible
 1. Date posted to website
 2. Must go in April Flyer, along with Agenda
 3. Hall booked - done
 4. Must go in May Flyer; deadline April 20 - done
2. **Nominations** by 21 days before AGM - before April 24. FBCA Nomination Committee – to be formed and set criteria (previously done in February) – Nomination Cmtee formed
3. **Expressions of Interest** - At least 14 days prior to the AGM, persons interested in sitting on the board as a new director will submit an **EOI form** to the Secretary. – before May 1; none received as of April 15
4. set **AGM agenda** - March Governance and Board meetings - done
5. 2025 **Budget Approval** - April Board Meeting
6. **AGM Package** – agenda, president’s report, committee reports, treasurer reports – due to Secretary by May 1; package to be copied
7. Book AV setup – assign people to investigate projector ; Dominique to look after
8. Membership Table – Judy and Michael to sit at table with membership list and name tags; to connect with Tammy for training
9. Organize for post-AGM social
 1. Invitation – Board members and spouses
 2. Order food – Tammy to purchase desserts

New Business (20 mins)

1. Conflict on August 23, 24 with wedding and FBSS Garage Sale
 - a. Will open the gates to the field for Garage Sale parking
 - b. Gravel parking lot for wedding parking
 - c. FBSS to provide traffic control and signs

Meeting Evaluation:

Smooth meeting

Adjournment:

Meeting adjourned at 8:43 pm

Next meetings:

Governance: May 13

AGM May 15

Board Meeting May 22