

Fanny Bay Community Association

Board Meeting June 26, 2025 7:00 pm in person at Fanny Bay Hall

Minutes

1. Call to order: 7:10 pm
2. Attendance: Alaine, Dominique, Kathryn, Lesley, ~~Michael~~, Susannah, Tammy, Teresa
3. Regrets: Michael
4. Approval of Consent Agenda, including financial statements of May 31, 2025 and Minutes of May 22, 2025 Board Meeting. Moved: Alaine. Carried.
5. Approval of Agenda. Moved with the addition of a Concert update: Dominique. Carried.

Business

1. Calibrate Consulting contract discussion
 - a. Clarification of initial costs
 - b. No further discussion needed
2. Website additions –
 - a. Moved Alaine to add pages for FBSeniors and Baynes Sound Garden Club at a price of \$200/year. Carried. **Kathryn to create a brochure for outside organizations and bring to July Board meeting.**
 - b. Calendar – Rentals agent (Michael) to forward all dates to Webmaster (Kathryn) to put on the website calendar; Google calendar will not work, at this point, with the website
3. Microsoft 365 Renewal
 - a. **Kathryn to apply for renewal for Microsoft 365** (Word and Excel)
 - b. Publisher is being discontinued in 2026. Moved Kathryn to pay U\$4.10/month for Publisher until it is discontinued. Carried. Canva is a free program.
4. Ships Point Fire Department request that the FBCA co-host a workshop offered by the Comox Valley Hospice Society about end-of-life services and decisions Sept. 14 from 1-3pm. Board agrees to be co-host. Director Liaison will be Kathryn.
5. FBSS Garage Sale August 16 - 17 requests: to borrow the FBCA tents and use FBCA parking lot. Board approves the borrowing of the tents and to use the parking lot. Kathryn will relay information to FBSS. Further discussion about sharing dates for Garage Sale, weddings, use of parking lot needed.
6. Request regarding pickleball court project funding.
 - a. Moved Tammy that we don't authorize representatives from pickleball to approach the CVRD for additional funding. Carried.
 - b. Move Tammy to offer the following options. Carried.
 - i. Pickleball group to arrange to seal the surface with an asphalt sealer which will address the line issue OR

- ii. FBCA will provide \$500 toward the cost of the rubberized coating as suggested in the letter, provided that the coating is still suitable for other activities such as basketball
 - c. **Tammy will respond to Cher.**
- 7. Update on Summer Market
 - a. Dominique spoke with Diana – 25 vendors; Caribbean Food Truck; lemonade truck; music provided; children’s activity;
 - b. review Temporary Food Service Permit procedures – not needed for food truck
- 8. Next steps in Community Conversation
 - a. Membership and Volunteer Charter – Lesley to find people to create a volunteer and membership team. Moved Susannah that the Board approves that Lesley to take this charter forward. Carried.
- 9. Board Approval for Music Club proposal
 - a. Reminder that dates must be sent to Michael to be put on the calendar
 - b. Lesley will be the Board Liaison
 - c. Moved Lesley to support the Music Club proposal. Carried.
 - d. Three possible events: music at the Summer Market and at the Seniors Garage Sale, a vocal exploration workshop
- 10. Pending Postal Disruption – no action needed at this point; check Canada Post website
- 11. Plan for Secretary vacancy
 - a. Lesley offered to take notes at meetings
 - b. renewed focus in Flyer, social media on getting a Secretary
 - c. **Kathryn to have Secretary email forwarded to Tammy**
- 12. Standing Items:
 - a. Communications from volunteers - none
 - b. Items in Process list
 - i. #32 Volunteer requests on website – done
 - ii. #34 Calibrate Consulting Contract discussion – done
 - iii. #37 Amend Clause 17 of rental agreement – done
 - iv. #59 File Registered Charity Form by June 30 – done
 - v. #66 Review Temp Food Services permit – done
 - vi. 69 Investigate “benefits of membership - done

New Business:

- 1. Concert Update –Vanessa Wieble has volunteered to learn about Concert programming next year with Alaine and Bill; need another volunteer
- 2. Facebook page – Fanny Bay Hall – Tammy and Kathryn are administrators

Meeting Evaluation: Done

Adjournment: 8:57 pm

Next meetings:

Governance: July 15

Board meeting: July 24