FBCA Board Meeting Minutes

May 22, 2025 7:00 pm in person at Fanny Bay Hall

1. Meeting called to order at 7:05 pm
2. Attendance: ~~Alaine~~, ~~Dominique~~, ~~Kathryn~~, Lesley, Michael, Susannah, Tammy, Teresa
3. Absent/Regrets: Alaine, Dominique, Kathryn
4. Approval of Consent Agenda, including: financial statements of April 30, 2025 and the Operating Budget approval vote by email May 1, 2025. Moved Lesley. Carried.
5. Approval of Agenda, including tabling Item #5 Calibrate Consulting contract and website additions. Moved Tammy. Carried.

Business

1. Moved Tammy to appoint Susannah as interim secretary until June 30, 2025. Carried.
2. New Health rule for kitchens – "Temporary Food Service Application Form". Fanny Bay Hall is now an approved kitchen. Temporary Food Service Permit will be needed for any food service to the public. VIHA keeps track of permits. Review process before Summer Market (June meeting)
3. Door-locking system
    a. Three options presented by Tammy ranging from $750 to $4500.
    b. Moved Susannah to change the hall locks as a temporary measure. Carried. Tammy to arrange with Price Locksmiths for locks to be changed and advise of date of change; Michael to send emails to regular rentals to pick up new keys. Furnace room door combination to be changed; leave keybox combination as is.
4. Suggestion to decommission water fountain vs. repair. Moved Lesley to leave the water fountain as is for now. Carried.
5. Calibrate Consulting contract and website additions - tabled
6. Debrief of planning and AGM evening – next steps
    a. Lesley sent a recap of the suggestions made at the first planning meeting May 15, 2025. Susannah to send to rest of the Board.
    b. Create focus groups (e.g. cooking, music, health and wellness were the most mentioned ideas) to assess interest in the community
    c. Lesley to send powerpoint to Kathryn to put on website and to Daniel Arbour
    d. Investigate "benefits of membership" and publicize
    e. Review "Welcome" package – Lesley to contact Louise
    f. Include an article about the 1st planning meeting in a future Flyer

7. Recruiting a Fundraising Team
    a. To be discussed at future Board meetings
8. Standing Items:
    a. Communications from volunteers

b. Items in Process list
   i. #19 Key inventory – no longer needed as locks will be changed
   ii. #52 Files from Flyer Editor; rec'd by Tammy
   iii. #54 – 56 AGM May 15/25 – complete
   iv. #57 – Handyman list to Waler – complete April 27/25
   v. #58 Annual Report to BC Societies – eomplete
c. Susannah to meet with Erna to update outstanding items on her list

New Business

None

Meeting Evaluation:

Adjournment:

Meeting adjourned at 8:11 pm

Next meetings:

Governance ~~June 17, 2025~~ June 12, 2025 Board June 26, 2025