

MINUTES - GSCA Board Meeting
Wednesday, September 11, 2019 – 10:00 am
The Rollo Seniors' Centre

1. Opening of the meeting

Dale called the meeting to order at 10:01

Present: Claudia Brann, Sherrill Dobb, Noni Fidler, Kaamran Hafeez, Howard Houle, Barbara MacIsaac, Ken Manninen, Gary Mills, Jim Ramsay, Dale Stohn

2. Motion to approve today's amended Agenda: Barb/Gary (carried**)**

Amended Agenda:

1. GSCA Brochures at Cultivate (Dale)
2. Board photo on GSCA website (Dale)
3. Complaint about Rollo phone (Dale)
4. Sharps container (Noni)
5. Liz Lutz class Tuesday p.m. (Sherrill)
6. Request from Gabriola Players to reduce kitchen noise (Sherrill)
7. Inquiry by rental groups to serve wine (Kaamran)
8. Request to secure specific Rollo booking dates in perpetuity (Kaamran)
9. New user group (see 6.5)
10. Banking Resolution (see 5.7)

3. Motion to accept amended minutes from July 10, 2019: Sherrill/Kaamran (carried**)**

4. Matters arising from the June 12, 2019 Minutes:

1. Non-slip grip on deck (Gary)
 - a. **Motion (Gary/Jim):** Gary to buy 5 sheets expanded aluminum sheets (approx. \$500) and install on north ramp (**carried**)
2. TV adaptors (Kaamran)
 - a. **Action:** Kaamran to purchase 2 adaptors, 1 for iPhones and 1 for Android devices (approx. \$50 each) to allow their connection to t.v.
3. TV for the large room (Kaamran) - cost estimate of ceiling mounted projector to replace tv is \$1700 plus installation
 - a. **Ongoing:** Outstanding question is importance of a movable tv vs. a stationary projector
4. Bathroom cupboard (Noni)
 - a. **Ongoing:** May not be needed
5. Photo Cell sensor system (Noni)
 - a. **Ongoing:** Still investigating process for resetting semiannually

5. Matters arising from July 10, 2019 Minutes:

1. New Horizons Grant (Dale)

- a. **Ongoing:** waiting to hear if successful in receiving funding for asphalt of entrance aprons, handicap parking and space between ramps
2. Signage for Gabriola Players (Dale)
 - a. **Done:** Permission granted to erect sign at roadway provided does not impede traffic visibility
3. RDN grant (Dale & Noni)
 - a. **Ongoing:** RDN Community grant (max \$10,000) submitted at end of August to fix deck and refresh Memory Garden (project cost estimate \$12,000; \$2,000 to be covered by GSCA)
4. Soffit above ramp (Gary)
 - a. **Ongoing:** Temporary fix holding and will continue to monitor
5. Installation of white board (Gary)
 - a. **Done:** Installed in kitchen area
6. Storage area door handle (Noni & Jim)
 - a. **Done:** Broken door handle replaced
7. BC Registry and bank signees (Dale)
 - a. **Resolved,** That the following officers be authorized signatories for the accounts maintained at the Coast Community Credit Union:
 - Dale Stohn, President
 - Noni Fidler, Vice-President
 - Ken Manninen, Secretary
 - Sherrill Dobb-Tisdall, Treasurer

AND that any two of them are authorized to negotiate any transactions;

AND that any previously authorized persons be forbidden.

(Dale/Howard) - (carried)

- b. **Action:** Dale to submit amendment (cost \$40) to BC Registries to register current slate of GCSA officers (Ken replaces Anne) and then advise the Coast Community Credit Union of the change of GSCA signatories
8. Picture Hanging Schedule (Dale)
 - a. **Done:** interested activity group representatives met and agreed on schedule
9. Heat Pump signs (Kaamran)
 - a. **Done:** discussed need to modify signs to address operation when doors/windows open but agreed to leave signs as is
10. PHC pamphlet holders (Claudia & Jim)
 - a. **Action:** Jim to install above envelope boxes
11. Mice holes (Gary)
 - a. **Done:** Holes plugged with wine corks

6. Reports

1. President (Dale) - Ken Manninen was welcomed to the role of Secretary and Communications replacing Anne Havard. Thanks to Anne for her service on the board. Thanks also to Gary for upgrading tv cart. Gabriola Players request to have all 3 remotes for heat pumps available during performances
 - a. **Action:** Dale to assign Players 1 remote to their custody
2. VP/Facility Upgrade Coordinator (Noni) - Need ideas for application for Village Foods grant. Suggestion to apply for funding for wainscotting and sound muting panels
3. Treasurer/Membership (Sherrill)
 - a. \$4,016 in chequing
 - b. \$15,062 in savings
 - c. 171 Rollo members
 - d. new members to pay \$7 to join GSCA from now to end of December
 - e. **Motion (Barb/Howard):** Starting in 2020, new members will pay a membership fee calculated as \$5 for each remaining quarter in the calendar year (**carried**)
 - f. **Action:** Dale to write memo to activity and user group contacts advising GSCA members of change of membership year to calendar year starting in 2020 and Ken to send out to activity and user group contacts
4. Secretary/Communications (Ken) - nothing to report
5. Events and Keys (Kaamran) - Yoga group started on Wed p.m. to be invoiced for rental at standard cost
 - a. **Action:** Kaamran to provide contact info for new group to Sherrill, Dale and Ken
6. Supplies/Cleaning (Barbara) - Dale agreed to launder dish towels and wash cloths. Barbara to look into providing a suitable container to hold soiled cloths and towels
7. Maintenance (Gary/Jim)
 - a. standards previously used to post handicap parking signs were given away by Dale
 - b. estimate from Hub City for paving entrance aprons \$13,860 and chip and seal though cheaper is not suitable for the aprons

7. New Business

1. Cultivate Festival - brochures (Dale) - Dale arranged for GSCA brochures to be available on the PHC table at Cultivate
2. Board photo on GSCA website (Dale) - Hilary Ploughright suggested photos of board members could be placed on the website. Declined.
3. Complaint about Rollo phone (Dale) - Dale replaced Rollo phone in response to complaints about its performance

4. Sharps container (Noni) - inquiry from Quilters about sharps containers for sewing needles.
 - a. **Action:** Claudia to investigate
 5. Liz Lutz yoga class Tuesdays 2:30 to 4:30 (Sherrill) - to be charged standard rental fee
 6. Request from Gabriola Players to reduce kitchen noise (Sherrill) - GCSA not responsible for this and Players will need to address problem themselves
 7. Inquiry by rental groups to serve wine (Kaamran) - Groups must apply for liquor license and have Serve It Right server present and must also acquire event insurance (approx. \$150) as GSCA insurance does not cover this
 8. Request by renters to secure Rollo booking dates in perpetuity (Kaamran) - Perpetuity bookings not supported in fairness to all groups. Booking priority always given to Activity Groups first, then renters.
 - a. **Action:** Dale to notify activity group contacts that they have until the end of January of each calendar year to secure their weekend bookings for that year as Rollo bookings open for everyone else in February. Activity groups may also start booking for the following calendar year in January.
8. **Meeting adjourned at 12:05 (Dale/Gary)** - (carried)