

Forest Heights Community Association Inc.

BOARD of DIRECTORS MEETING

Tuesday February 22, 2022

7:00 PM

Meeting Minutes

Executive Directors: Ray McCormick, Ted Loker, Betty Papazotos, Jerry Corriveau

Directors: Maureen Doran, Lori Yu, Doug McKlusky, Joanne Lenos

Absent: Socrates Seretis, Tatiana Shcherbina, Greg Barnes

1. **Motion** to approve agenda: Doug - Maureen carried
2. **Motion** to adopt January 25th minutes: Doug - Lori carried
3. Business Arising:
 - 3.1 Money came in from the region for the pollinator patch
4. Presidents Report: Ray
 - 4.1 Greg has stepped down as treasurer and is considering remaining on the Board as a regular member. We have vacancies that need to be filled. Will be reaching out onto Social Media for volunteers.
 - 4.2 There were a few participants that weren't contacted by the city to let them know programs had re-started in January. They have missed a few classes and will now be issued refunds. Ray will look into why they were missed on the email list. We also noticed people are on wait lists for classes that have space. Will look into this as well.

Program coordinators are working on creating documents that outline the full responsibilities of the city staff vs the FHCA members.

- 4.3 Ray was informed by former participants that other Centres are offering drop in classes, but we were told we weren't able to offer them. Kelly was notified and told us she will look into it further for us and report back why.

5. Vice President's Report: Ted

- 5.1 Holding off on the various approved committees until we have google office set up. The service will be free to us since we're not for profit. Ted is working with the tech folks to properly set up our account and provide them with our point of contacts. Howard has been helping Ted by outlining the steps we need to take.

6. Treasurer Report / Financial Update: Jerry

- 6.1 **Motion** to appoint Jerry as our new Treasurer: Doug - Betty carried
- 6.2 A draft of the Financials has been sent out. The pollinator grant was included under the Revenue section. This was to offset the money we had sent to the group.
- 6.3 Looking into a couple of phone options for all Program related questions. We will ask the city to issue us an extension using the centre's main line, or we will be purchasing a cell phone with our own number to keep at the centre.

- 6.4 Jerry will be updated as the billing contact with our internet providers (to replace Hilary)
- 6.5 All instructors and volunteers will be reminded to grab an FHCA t-shirt from the office (last drawer of the filing cabinet). The shirts should be worn during all classes as part of our branding.
- 6.6 Update volunteer and staff gifts to \$500 from the current \$250
- 6.7 **Motion** to add the \$5000 legal line to the budget as an Expense: Doug - Betty carried
- 6.8 **Motion** to approve the financial report: Lori - Maureen carried

7. Secretary's Report: Betty - nothing to report

8. Program Committee Report: Joanne / Maureen

- 8.1 The winter session kicked off on January 31st with approximately 40 programs running. Duration of the session is 10-12 weeks depending on the class. There are 550 participants registered with a few on the waitlist. Classes are running at full capacity and refunds have been issued to those who had missed the start of the term.
- 8.2 Spring planning has been kicked off with May 2nd as the program start date. The session will only run for 8 weeks. A draft has been sent to the city regarding the spring programs, and a meeting has been set up for Thursday morning to finalize the class dates, sizes, and rooms. Ray

to join in the meeting to discuss additional senior programs.

- 8.3 Looking for volunteers /instructors as some will no longer be available for the Spring session
- 8.4 Drop-ins will be allowed in the Spring
- 8.5 Instructor/convenor sessions were held by Maureen and Joanne. They gave everyone an overview of our centre and our goals for the programs

9. Senior Programs Discussion:

- 9.1 Discussion with Kelly regarding city run and association run senior programming. Once the Winter session has been completed, the goal is for all the physical fitness programs to transition back to FHCA. We will consider offering classes for free during the Spring term.
- 9.2 Still waiting for the city to forward us the program schedule

10. Association/City Relations Update:

- 10.1 Received a note from the city that they want to meet with mediation. Ray has spoken with 2 different mediators. Community Justice Initiatives (CJI) is the local group that is being considered. We would need to meet up with them for a few hours to go through the situation. Then the city would need to meet up with them. Once both sides have spoken with the mediator, we would get together to discuss. Cost would be \$175 per hour. The expectation is that we would split the cost with the city.

- 10.2 The external investigation of Jerry will likely take another 2 months or so. Before we decide on mediation, we would like to wait until Jerry's investigation has been completed.
- 10.3 **Motion** to communicate to the City of Kitchener that we will be open to revisit mediation after Jerry's investigation has been completed: Doug - Maureen carried
- 10.4 **Motion** for the FHCA Board of Directors to invite Mayor Berry Vrbanovic and Chair of the Community and Infrastructure Services Committee Kelly Galloway-Sealock, to meet with the FHCA Board to discuss our concerns about the relationship with the City of Kitchener and the FHCA: Doug - Betty carried

11. **Motion** to Adjourn: Betty - Maureen carried