

Forest Heights Community Association Inc.

BOARD of DIRECTORS MEETING

Tuesday March 22, 2022

7:00 PM

Meeting Minutes

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

Directors: Maureen Doran, Lori Yu, Doug McKlusky, Joanne Lenos, Greg Barnes, Tatiana Shcherbina

Absent: Socrates Seretis

1. **Motion** to approve agenda: Doug - Maureen carried
2. **Motion** to adopt February 22nd minutes: Jerry - Lori carried
3. Business Arising:
 - 3.1 Haven't reached out to the mayor yet. Waiting until after the investigation has been completed before contacting the office. In addition, we have informed the city that we won't be visiting the idea of mediation until after the investigators findings have been shared.
 - 3.2 Ray will follow up with the city to obtain a phone extension for the association. Betty to look into cell phone plans in case an extension isn't an option.
 - 3.3 Meeting minutes to be sent out by the secretary within a week so the Board can address any action items.
 - 3.4 Jerry suggested we prioritize recruiting and implementing the Nomination Committee since we have several vacancies. Board members agreed.

- 3.5 **Motion** for Jerry, Betty, and Ray to form the Nominating Committee: Joanne - Doug carried Jerry is the Chair.

4. Presidents Report: Ray

- 4.1 Programming committee has been working hard to get the Spring programs sorted out and submitted. We have given priority on which rooms and times we want for our programs. Ray has requested the schedule from the city on various occasions but was told it's not part of the policy to provide. He was originally told we could run programs until July 7th, however it was later confirmed we would only run them until June 24th. The city will have the facility for the last week of June to run their programs.
- 4.2 A "free kids morning" program has been created at the centre and will start April 6.
- 4.3 PRS (Program Resource Services) has kept 3 of the senior programs for the spring term. Looking to bring them back to the FHCA. Our mission is to provide fitness programs to all ages/levels. Joanne to find out more information about the PRS group and which department they belong to.

5. Vice President's Report: Ted

- 5.1 The by-law committee has been put on hold until the program committee settles.

5.2 Google Workspaces has been set up and Howard is going to help Ted navigate it. Joanne will play around with it as well to become more familiar with the various features.

6. Treasurer / Financial Update: Jerry

6.1 We have received a 80% installment from the winter program enrollment fees from City finance. Our expenses were very low this month. Paid out advances to two instructors.

6.2 Ray has been added as a signing officer with Libro. Jerry remains as a signee as Treasurer. Hilary and Doug will remain as signers for now.

6.3 We have converted a matured GIC. For a 6 month term at Libro.

7. Secretary's Report: Betty

7.1 Andy Tulecki Award - if we don't hear back from the schools regarding the recipients by the end of April, Doug will reach out.

8. Program Committee Report: Joanne / Maureen

8.1 The committee has been working hard to meet the tight program deadline for the spring session (have been working through some changes). Approximately 8 programs will be running for only 7 weeks while the rest will run for the full 8 weeks. 3 new adult programs are being offered with a new instructor, and one of the kids dance instructors has been approached about adding 2

new tap classes. Physical newsletters should be available on April 4th (we have requested 1000 copies).

- 8.2 Entertaining the idea of running summer programs. We have 3 instructors who would be available.
- 8.3 We are currently paying instructors via a one payment system (paid at the end of a session with consideration for exceptions). If an exception is requested, we will consider the request pay the instructor once halfway through the session, and the remainder at the end. Ray and Jerry to create invoice template for instructors to submit for payment.
- 8.4 Trying to clean up the Instructor Contract. Need to keep the "Inc" in the header of the document. Instructors are to be paid hourly for the duration of their session, and will not be reimbursed for preparation and travel time. All sections of the contract will be reworked so they fall in a logical sequence. The contract is strictly between the FHCA and Instructors.

9. Fun Day Discussion:

- 9.1 Because the 3rd Saturday in June is approaching quickly, and because we're still uncertain if we will be able to safely hold the event (no direction from the city yet), we will hold off on running Fun Day again this year. Jerry will call Grand River Inflatables to confirm if we can carry over our credit one more year. If not, we will request a cheque for the deposit we had paid.

9.2 **Motion** to postpone Fun Day until the 3rd Saturday (17th) in June 2023: Maureen - Doug carried

10. Spring Newsletter Discussion:

10.1 Lori and Tatiana have been appointed as co-editors for the Fall newsletter. Jerry will complete his work as the Spring editor.

11. Next Meeting: Tuesday April 19, 2022 at 7:00 pm

12. **Motion** to Adjourn: Betty - Greg carried