

Forest Heights Community Association Inc.

BOARD of DIRECTORS MEETING

Tuesday November 15, 2022

7:00 PM

Meeting Minutes

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

Directors: Maureen Doran, Lori Yu, Joanne Lenos, Jen Lema, Greg Barnes

Absent: Doug McKlusky, Socrates Seretis, Shilpi Dixit

1. **Motion** to approve agenda: Jen - Lori carried

2. **Motion** to adopt November 18th minutes: Maureen - Tatiana
 - 2.1 Amendment to item 5.2: Joanne - Jerry carried

3. Business Arising:
 - 3.1 Jen pulled a list of all the holidays, holy days, and days of recognition from the public school board
 - **Motion** to accept Jen's recommendation to post the holidays, holy days, and days of recognition on our Facebook page: Jerry - Lori carried

4. Presidents Report: Ray
 - 4.1 Ray to meet with the HR rep. Ray purchased 14 basketballs for the programs as per the instructors requests. Bought 2 sizes (older and younger kids)
 - 4.2 Based on recommendations from the program committee, wages for instructors have been set. We are

on average paying 40% more than the City pays instructors. This strategy helps us retain high quality instructors who are a great benefit to our participants

4.3 It was suggested we hold the AGM during our January meeting slot (17th) off-site

- KPL as potential location
- **Motion** to hold our AGM offsite on January 17th at 7pm Maureen - Lori carried

4.4 Insurance review on coverage. Instructors are not covered under our policy because they are considered a business and should have their own insurance. Volunteers are covered however. Need to distinguish the offsite pickleball program as an FHCA program. The program committee to discuss and bring back recommendations to the board

5. Vice President's Report: Ted

5.1 Applied to get a key to update our incorporation info.

After a month, Ted received the key and was able to access the account. Board member and contact email information was updated. Submitted a notice of change for the new info. Ted added the purpose of the "company" and removed the old directors that were listed (from 2014). Everyone is now officially registered with the Ontario government

5.2 Still working at integrating Workspaces with the rest of the Board. Because AGM is coming up and we may have new board members...it makes more sense to wait and do the training after. Job aids will need to be created so

after the training we can refer back. Meeting to be set in February. Maureen to take the lead and work with Howard and the Board on dates

6. Treasurer Report / Financial Update / Other: Jerry

- 6.1 Currently operating below budget. Bursaries haven't been cashed yet, to follow up with recipients
- 6.2 Financial statements to be pulled monthly (profit/loss statement). To be sent to the board prior to the meeting for approval
- 6.3 City purchased new poles for the volleyball programs. Ray looking into purchasing a new net and antenna. The net will be a backup to the one we already have (which is still in decent shape)
- 6.4 **Motion** to accept the financials as presented by the Treasurer: Maureen - Greg carried
- 6.5 Suggested amendment - move articles from bylaw #1 into our constitution where they better fit. It will be embedded in the various articles. Bylaw document will then be updated to reflect this change.
 - **Motion** to proceed with amendment to the constitution being presented at the AGM: Jerry - Lori carried

7. Secretary's Report: Betty

- 7.1 Registration for Pizza with Santa has been filled and we now have a wait list. Activities have been organized and pizza will be ordered from City Pizza in advance (at least 3 days). Volunteers will be sorted out this week....we will

need 2 extra for pizza tickets. Santa will not have kids sit on his lap....we will set up a chair right next to him so we can speak with the kids and the parents can take pictures. Stuffies will run between 4-5 dollar per

7.2 Still have to follow up with a couple of the Directors for our awards night. Most are able to attend. Ray to contact the instructor and convenors

8. Program Committee Report: Joanne / Maureen

8.1 Fall program kicked off September 12 with 741 registrants. Instructor/convenor handbooks were all distributed

8.2 Last class for Fall programming is Dec 17th

8.3 The Winter 2023 schedule was accepted by the City. Ted has posted the newsletter and program guide and should be available before the end of the month. Will need volunteers to deliver. Registration will open December 13 with 2 new classes being offered (Meditation and QiGong, and Core Strengthening)

8.4 The City asked about our toys in the storage room since they've taken over the morning kids programs

- They haven't yet identified what they want. Some of it is bulky and old and needs to be replaced. But some of it is in decent shape and will be donated to a local charity (ie foodbank or house of friendship) if not claimed

9. FHCI Invitation:

9.1 Jen attended the recent FHCI parent meeting. They had a section slotted for a Community Centre update by the City staff. After the meeting, Jen spoke with the meeting leader and offered for someone from our Board to come in and talk about what we do/offer for the kids of the community. Their next meeting is November 23rd

10. Next Meeting: Tuesday January 17, 2022 (AGM)

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