

Forest Heights Community Association Inc.

**BOARD of DIRECTORS ZOOM MEETING**

**(In Camera Meeting 7 pm-8 pm)**

**Tuesday October 26, 2021**

**(Regular Board Meeting 8-9 pm)**

**Meeting Minutes**

**Executive/Officers: Jerry Corriveau, Doug McKlusky, Hilary Friesen, Betty Papazotos**  
**Directors: Socrates Seretis, Lori Yu, Ray McCormick, Tatiana Shcherbina, Ted Loker, Joanne Lenos**

**Directors Sub: Greg Barnes, Maureen Doran**

1. Agenda **motion** to approve – Doug – Lori carried
2. **Motion** to approve September 21st minutes – Doug – Hilary carried
3. Annual Celebration Social –Jerry  
Event will be held at the Concordia Club on December 1<sup>st</sup> at 6:30pm. The Volunteer of the Year and Instructor of the Year awards for the last 2 years will be presented to the winners
4. Program Committee Update--Jerry
  - a) Jerry continues to be the Chair of the Committee and Joanne has agreed to be the lead for the committee to communicate with the FHCC City Facilitator, regarding the Fall programming
  - b) Currently running 23 of our programs with over 300 participants registered—four paid instructors---8 volunteer convenors, Registration reports have been regularly shared with the Directors.
  - c) Winter program planning will soon begin. Board comments included the need to move ahead slowly and carefully given the Pandemic is still a serious factor. Looking to possibly expand past the 23 current programs, but don't plan to be at full capacity until we are safe to do so

5. Program Manager Status – The Program Committee believes there is a need to again hire a part time Program Manager who can help the Committee with all of the administration, meetings, payroll, supplies and equipment, instructor recruitment, be the point of regular contact for instructors, Committee members, volunteers and the City operational staff. Because we have limited programs running currently, we will assess in January on when we will start looking for someone to fill the role. The responsibilities typically assigned to a PM will continue to be carried out by the Program Committee
  
6. **Motion** to approve Board Nomination Committee By-Law 9 – Ray – Greg carried
  - a) Updated wording from annual to regular meetings, and made some minor formatting changes
  - b) Resume requirement was questioned, and after further discussion the Board decided there was value in keeping it in. We could tailor the roles of volunteers based on their skill set
  
7. Financial Status Discussion – The Board reviewed the budgeting process and discussed how to continue wisely, investing some of the savings through community donations/projects. A most recent \$18,000.00 allocation of to 9 community agencies as a special Pandemic initiative was highlighted. As an incorporated, not for profit we are not required to reduce our reserves, as charitable organizations must do. A lot of potential to help, including the city wide projects previously identified by Board members. This will be an item for the 2022 Board to explore, including the potential to lever the funds through grant applications for bigger community impacts
  - a) “A Better Tent City” is now lead by a volunteer, incorporated non-profit. The Board is in favour of considering a donation to this new organization. Doug will reach out to the group, plan a site visit(Nov 8) and this matter will be revisited at our next meeting for further discussion. A member of the organization will be invited to attend
  
8. FHCA Upcoming 2022 Elections – Ted had posted a notice online about our upcoming Nove 22<sup>nd</sup> membership meeting to elect our 2022 Board of

Directors. He will be posting a second reminder of the elections, and of our November 5<sup>th</sup> deadline for nominations

9. Other Business/Motions

a) Ted had noticed some negative comments made on our Facebook page regarding programming (more specifically lack of children's programming). He was able to keep the comments from escalating.

b) **Motion** to create a 5000K budget line for potential legal expenses; due to privacy and confidentiality matters, the executive will make decisions, when necessary in the appropriate use of the funds and keep the Board informed – Doug – Ray carried

c) **Motion** to form a committee that will review interactions between the Association/Board and City Senior Staff, and come up with recommendations on how to decrease interference as experienced at our June AGM.

Several Directors volunteered to be on this Board committee.

– Ray – Ted carried

10. Next Board Meeting – November 9th at 7:00pm

11. **Motion** to Adjourn the October 26, 2021 FHCA Board meeting – Betty – Greg carried