
Forest Heights Community Association Board of Directors Meeting Meeting Minutes

DATE: Monday, Oct 16, 2023

TIME: 6:30 - 9:00 p.m.

LOCATION: Victoria Hills Community Centre - Meeting Room 1

Attendees:

Executive Directors: Ray McCormick, Ted Loker, Lori Yu, Joanne Lenos

Directors: Maureen Doran, Shilpi Dixit, Susan McCann

Regrets: Betty Papazotos, Socrates Seretis, Jerry Corriveau, Greg Barnes

Start time of meeting: 6:33 p.m.

Action Items in Red

1. Agenda: Motion to approve: Ted, Shilpi

Change #8 from resolution to nomination

2. Minutes: Motion to adopt the minutes of the last meeting on Sept 19, 2023:

Maureen, Shilpi carried

- a) Recommended amendment to the minutes by the Executive Committee

Motion to amend the Sept 19, 2023 meeting minutes #6: Lori, Susan carried

Motion to have the Board approve all expenditures not in the budget, or over \$1,000, excluding normal monthly, recurring expenses



3. Business Arising

Vision for the Future - possible committee to explore community needs

- a) Suggestion that we run some programs at another Centre or the library, movies for families providing free food, run sport tournaments possibly in the spring or summer
- b) Suggestion to have a meeting to focus only on future ideas
- c) Invite people from the community for ideas to a special meeting or ask for ideas from the community on Facebook - Ray and Ted will work on this
- d) Suggestion to have a committee set up to discuss ideas for the future - some directors would like to see all board members included in this most important task.

4. President's Report: Ray

- a) Legal update - Ray, Ted & Lori are meeting on Wed. Oct 18 with the lawyer
- b) Ray would like an email or phone call as soon as possible from the Directors who have not confirmed their intentions for staying on the board in 2024
- c) AGM update - The AGM will be held on Tuesday, January 16, 2024
- d) Ray will take care of booking a location for the AGM
- e) Ted will advertise the AGM on social media when a location is booked

5. Vice-President's Report: Ted

- a) Suggestion to have a newsletter for the Winter season - to include the President's message, new 2024 Board of Directors, photos, upcoming events, etc. - Jen, Lori, Maureen may work on this - Lori to ask Jen

b) Suggestion to have the many photos from years past compiled and digitized

- Suggestion to hire a company to digitize after the compilation completed

c) Learn and record the names of all the board directors from years past from old newsletters and putting in a request to the City of Kitchener as they should hold all these records

6. Treasurer's Report: Joanne

a) Treasurer provided the Board Budget Actuals from 2022/2023 * [see reference material #12](#)

b) Treasurer update for board approval - \$120,000 in a GIC tomorrow - one year redeemable

- The board agreed that GIC rollovers does not require board approval each time, but the Treasurer will advise at a prior board meeting if possible


c) The Treasurer had requested to receive an HST refund from 2019, 2020, & 2021 which we received the amount of \$845.39

d) Pollinator Patch - Gieselle Carter contacted the FHCA to inquire about any monies left that had not been spent from the grants received from the City of Kitchener and the Region of Waterloo. Ray will contact Gieselle on how to reconcile

Motion to approve the Treasurer's Report: Maureen, Susan carried

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

8. Elect a 2023/2024 Nominating Committee

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- a) We would like a committee of two or three directors - Lori offered and will ask Betty if she will stay on to help
 - b) The new Nominating Committee would start in Nov, 2023
 - c) Duties and responsibilities - Recruiting, interviewing, finalizing 2024 nominations to the Board of Directors two weeks in advance to present at the AGM. * [see reference material #13](#)
9. Board resolution to establish a Special Events Committee in 2024
- a) The Board agreed to the resolution
10. Year end Awards Dinner update and Instructor/Volunteer Award update:
Chosen Restaurant agreed by the board:
- a) Golf's Steak House was chosen for Wed. Dec 6, 2023 at 6:30
- Instructor Award pick: Britney Haughton
Volunteer Award pick: TBD by the President
- Lori will ask Betty to order plaques
11. Date of next meeting - Monday, Nov 20 at VHCC from 6:30 - 9:00
12. Motion to adjourn: Maureen, Lori carried

End time of meeting: 8:40 p.m.