

Forest Heights Community Association Inc.

BOARD of DIRECTORS MEETING

Tuesday September 20, 2022

7:00 PM

Meeting Minutes

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

Directors: Maureen Doran, Lori Yu, Joanne Lenos, Doug McKlusky, Socrates Seretis, Tatiana Shcherbina, Jen Lema, Shilpi Dixit

Absent: Greg Barnes

1. **Motion** to approve agenda: Doug - Tatiana carried
2. **Motion** to adopt June 21st minutes: Betty - Doug carried
3. Business Arising:
 - 3.1 No new business
4. Presidents Report: Ray
 - 4.1 Program registration for Directors/Convenors
 - Current process for registration is to email Ray with course name, or to provide the name of the person being gifted the free program
 - Recommend we go back to using program vouchers to register for classes or to gift
 - 4.2 Retirement of old FHCA email address
 - Need to go in and archive all items from the old email. Will need to look into paying an

expert to perform the migration so nothing gets missed

- Until we go live, all City correspondence should go through the new email address, and all Treasury contacts will continue to run through the old email

4.3 City Update

- Ray and Ted met with Chris from CJI and requested he contact and correct Bil Ioannidis on his incorrect and inflammatory statements regarding proposed mediation. He was also given the email from Kelly Steiss, sent the night of our previous board meeting regarding how the city refused to meet with us for day-to-day operations prior to mediation. This was contrary to our previous agreement.
- We haven't received any correspondence back from the Mayor or Bil regarding our request to meet with them.
- **Motion** for Ray to launch a formal complaint against City staff:
Maureen - Socrates unanimously carried

5. Vice President's Report: Ted

5.1 Long Service Award Presentation from the City has been bumped to next Monday (the 26th)

- Ray to accept on behalf of the Association
- Joanne to ask Howard if he can take some pictures

5.2 Google Workspaces update

- Ted to work with Howard to set up one or two mandatory training sessions for all Board members
- Ted has been working on putting together the Orientation folder. The folder has been set up with the following sub-folders:
 - 5.2.●.1 Introduction
 - 5.2.●.2 Governance
 - 5.2.●.3 How We Work
 - 5.2.●.4 Legal

6. Treasurer Report / Financial Update: Jerry

- 6.1 Received a Program Discounts report from the City
 - Total cost to the Association was just under 1k with a total of 18 participants taking advantage of the program
- 6.2 Purchased new pickleball racquets to be used by program participants
- 6.3 Volunteer Bursary Award for the FHCI recipient to be presented by Betty on October 14th. The school will have the cheque ready with the student's name
- 6.4 Laptop was purchased for use by the Program Committee (coordinated by Lori). Cost was under \$1500 and was approved by all members of the executive team
- 6.5 FHCA Instructor/Volunteer Service Award tentatively booked at the Concordia Club for December 7th. With Ray to plan/coordinate

6.6 **Motion** to approve the September financials: Doug - Jen carried

7. Secretary's Report: Betty

7.1 No new updates

8. Donations:

8.1 Need to develop a strategy for gifting

- To be tabled until next meeting

9. Program Committee Report: Joanne / Maureen

9.1 Spring programming ended on June 27th. Submissions for the Fall programs was completed on July 5th with registrations opening up on August 9th

- Door to door copies were delivered by our volunteers

9.2 Drop-in was held at the Centre before the start of the Fall programming for all Instructors/Volunteers/Convenors

- 3 new instructors were hired for the Fall term
- Start date was September 12th, with 717 participants registered in 52 programs

9.3 Winter program submissions need to be completed by next Tuesday

9.4 Board members are encouraged to drop in on programs that are running and provide their feedback

- A program critique form has been created by Lori and shared by Maureen

9.5 Association get together organized by Victoria Hills is tentatively booked for September 30th

9.6 Newsletter vacancy

- To be filled by Jen Lema
- 9.7 Small updates have been made by the Program Committee to the Instructor Manual
- **Motion** to adopt the revised Instructor Manual: Jerry - Doug carried

10. Police Records Check (PRC) Update:

- 10.1 Almost all background checks have been completed. The ones not received yet from the Board are pending with the Waterloo Region Police
- 10.2 Instructors, volunteers, and convenors that have submitted their record checks have all been reimbursed. Had to follow up with some of them for receipts to provide to the Bookkeeper
- 10.3 Ray, Lori, and Ted will be the only ones with access to view the police checks. They will be kept in a Private folder
- 10.4 **Motion** to appoint Lori as the Privacy Officer: Jerry - Joanne carried

11. Highland Outdoor Pickleball Program:

- 11.1 The program was initiated and is funded by FHCA, so we need to decide if we should officially include it in our program offerings
- Our affiliation agreement is building specific and the program runs on City property
- 11.1.●.1 Jerry to look into whether the convenor is covered by the City's insurance

11.2 Decision to be tabled until next meeting

12. Meet the Candidates Forum:

12.1 Ward 7 and 8 all-candidates meeting to be held on September 27th at 6:30pm

- Doug will have some questions prepared
- Will give each candidate 5 minutes to speak to the Community members and then they will be open for questions
- Jen to reach out to the Record for awareness
- Jen to also create a targeted Google ad with the FHCA brand. The banner ad will have a link to our website. Cost is around 2 cents per view

13. Virtual Motions (since the June meeting):

13.1 **Motion** to extend an invitation to Shilpi Dixit to become a member of our Association and join our Board of Directors as a Substitute Director, and to attend her first meeting with us when we reconvene in September:
Ted - Lori carried

13.2 **Motion** to donate \$3,000 to the Food Bank: Lori - Betty carried

14. Next Meeting: Tuesday October 18, 2022

15. **Motion** to Adjourn: Betty - Doug carried