

Lorne Mountain Community Association Board Meeting Minutes

Date: Sunday January 20, 2019

In attendance: (Y= Yes, N= No, R= Regrets sent)

Lauren Barrett	Y	Russ Knutson	N	Agnes Seitz	Y			
Dave Bouquot	N	Dawn Lammer	Y	Bob Sharp	Y			
Peter Carr	Y	Dan Marcotte	Y	Etienne Tardiff	N			
Al Foster	Y	Kathleen McDade	N	Eva Wieckowski	N			

Agenda Item	Notes	Action Items
1. Call to Order- 9:06am		
2. Adoption of Agenda	Moved to adopt by Bob Seconded by Peter	
3. Review of Minutes- Nov 2018	<ul style="list-style-type: none"> Energy Study update- it's Energy Solution Centre not Green Energy Solutions Moved to adopt by Bob Seconded by Peter	
4. Rec Report	<ul style="list-style-type: none"> Community garden- applying for CAP funding for a project with Bianka-kids and youth/Learning Lions to teach kids an agricultural business (bedding plants/cut flowers) 	If approved- promote on FB page
5. Financial Update	<ul style="list-style-type: none"> Bob- ++ complexity of accounting- ?is feedback to Community Services possible Financials are on plan Next FireSmart payment is pending Agnes- requesting change to operations budget (what we do at AGM)- this is what guides Agnes throughout the year <ul style="list-style-type: none"> Total money is not changing- changes for where money is booked Some values between accrued/allocated not accepted by the accountant and were booked into last year- appears as a bigger profit last year From direction from accountant based on accounting standards New draft budget required for end of March 	Wait until Societies Act is finalized to follow up, go through AYC Next board meeting agenda- look at first draft of new budget

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	<ul style="list-style-type: none"> ○ Think about things we want to see in the budget ○ Fundraising will be required- expecting deficit ~\$10,000 	
6. Special Business	<p>LMCA assessment process completion</p> <ul style="list-style-type: none"> ● Documents to be reviewed sent to board members on Jan 3 ● Goal of meeting: look at key documents, decide if need to change any of them, then complete this task to have guidance for LMCC staff and future Board members 	
a) Assessment tool LMCA check list 2019 update	<ul style="list-style-type: none"> ● List of items that the prior board felt is important to have in place ● Status of any of these items needs to be changed? See below for decisions: ● 1.1 change to yes ● 1.4 and 1.5 change to yes ● 1.6 change to yes ● 1.8 N/A ● 1.9 we have affiliate members (e.g. 4H, DPSAY, Rangers, Cemetery Society)- change to yes ● 1.10 needs to be updated, but Board meeting minutes are online ● 2.5 information package will be available- change to maybe ● 2.6 change to yes ● 2.9 needs to be addressed, but when this process is finished, documents will be in place ● 2.11 changed to yes ● 3.3 and 3.4 changed to yes after work today ● 3.6 change to yes ● 3.9 changed to yes, but needs to be incorporated into our documents/policy- currently every other year, wage increased by \$1 ● 3.10 changed to yes ● 3.11 changed to yes ● 3.12 is an issue- struggling to keep up, no time to participate in training opportunities- change to no (but related to staff reviews) ● 3.13 – nothing formal in place, Agnes addresses for her staff in her own 	<p>New draft budget- will need to address plans for staff wage increases</p> <p>Plan for staff recognition needed</p> <p>Bob to contact Russ to complete and write up Facility Management plan</p> <p>Develop fundraising plan- needs to be driven by Board</p>

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	<p>way, needs to be addressed by the Board, changed to no currently</p> <ul style="list-style-type: none"> • 3.17 changed to yes • 4.4- 4.8- currently work in progress, but need to formalize (through Facility Management assessment done yearly, through Agnes and Russ via WCB) • 5.1 change to yes • 5.2 to 5.4 change to yes • 5.5- 5.9 change to yes • 6.6 change to yes • 7.5 change to yes, this is the Board • 7.6 change to yes • 7.12 issue from the review, no records from before Agnes started at LMCA (that is why ½) 	
b) LMCA Staff /volunteer Job descriptions	<ul style="list-style-type: none"> • See below 	
c) LMCA Board of Directors Job Descriptions winter 2019	<ul style="list-style-type: none"> • Need to review this and decide if it meets the basics requirements. • Based on our Governance model • AI suggests we append the PowerPoint document Board Responsibilities as part of this document • Motion to accept Board job description and use of Powerpoint by Bob • Seconded by Dawn 	<p>Make document available to potential Board members at AGM- PDFs and one hard copy in LMCC</p>
d) Job Description ED draft 2019	<ul style="list-style-type: none"> • This is recognized as 2 jobs, but reality is that we have 1 person doing 2 jobs- based on 2 full time jobs description from another Yukon community centre • Reluctance to have a document for a job description that is not realistic- job duties need to be cut down, or 'ED and Board need to hire project coordinators, based on funding to be found and/or in balancing the budget' • Many aspects of job description are fine and must be kept as job requirements • 'Program oversight' used instead for Programming and Special events/Volunteer coordination/Facility Operations - include line above 	<p>Dawn to update ED job description</p>

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	'ED and Board need to hire project coordinators...'	
e) Facilities Coordinator Job Description 2017 final	<ul style="list-style-type: none"> Accepted by prior Board 	
f) Staff Conflict of Interest LMCA 2019	<ul style="list-style-type: none"> Accepted by current Board, adjust wording for use at LMCA Moved by Bob Seconded by Dan 	AI to adjust document for use at LMCA
g) Evaluation Review Staff procedures	<ul style="list-style-type: none"> Note- evaluations require Job Descriptions Will use on as-needed basis, both sides can call for evaluation Instead of using a formal format- will address topics of interest to one or both parties Moved by Bob Seconded by Peter 	
h) LMCA Personnel Handbook and Policies 2019	<ul style="list-style-type: none"> Many topics in this document are already covered by Job Description and Employment Act Don't need to move to enact this document currently 	
i) Policy Manual EXAMPLE LMCA 2019	<ul style="list-style-type: none"> Many topics in this document are already covered by other decisions made May need to review implementing this in the future for formality Don't need to move to enact this document currently 	
j) OPERATIONS MANUAL LMCA 2019	<ul style="list-style-type: none"> Agnes has been putting this together; contains information that needs to be kept secure Needs to be updated on a yearly basis as a Board activity Motion to finalize document and review on an annual basis: moved by Dan, seconded by Bob 	<p>Implement a policy for updating yearly as a Board</p> <p>AI and Agnes to complete and formalize</p>
k) LMCA Action Tracker 2017-09-22	<ul style="list-style-type: none"> Do Bob and Etienne have any thing to add to this item? 	Bob to get ahold of Russ and address
10. Other		Board recommends funding basic First Aid for applicable staff members
a) Strategic Plan	<ul style="list-style-type: none"> Previously completed with a facilitator over a weekend, only partially completed due to ½ of requested funding provided; written plan not provided by facilitator 	Board to consider future review of Strategic Plan

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	<ul style="list-style-type: none"> • Still looking for Board to address community's interest in more activities, but inadequate funding available to implement these activities • Strategic Plan more important/more useful than reviewing Bylaws 	
b) Emergency Measures Committee	<ul style="list-style-type: none"> • Emergency Measures Committee needs additional members 	Board members to consider if they know any potential volunteers
c) Question from community around how a willed donation would be managed	<ul style="list-style-type: none"> • 	Peter to ask YCS on their processes
11. Next meeting	Thursday February 28, 7pm	
12. Adjournment- 10:54am		