

Lorne Mountain Community Association Board Meeting Minutes

Date: Jan 30, 2020

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

Lauren Barrett	Y	Russ Knutson	Y	Agnes Seitz	Y	Bianka Walcher	Y		
Dave Bouquot	N	Dawn Lammer	N	Bob Sharp	N	Eva Wieckowski	N		
Peter Carr	Y	Dan Marcotte	Y	Etienne Tardiff	Y				

Agenda Item	Notes	Action Items
1. Call to Order	6:58 PM	
2. Adoption of Agenda	Moved to adopt by Lauren Seconded by Dan	
3. Review of Minutes- November 2019	Moved to adopt by Etienne Seconded by Dan	
4. Follow-up from last meeting	<ul style="list-style-type: none"> Website discussion Decision made to discontinue Sue’s website services- need to notify Sue 	<p>Etienne to send Sue a note- last payment will be at 2019/2020 fiscal end</p> <p>Etienne will create LMCA domain name, connected to gmail address</p>
6. Recreation, Maintenance and House Management Reports- discuss/questions/accept	<ul style="list-style-type: none"> Many cancelled activities due to cold Last-minute funding available around this time for small capital projects, usually \$5,000-\$10,000, every 2 years or so- need quotes and a budget <ul style="list-style-type: none"> Brad will paint washrooms, build fold-out door btw entryway and main hall Zamboni issue- conditioner bent up 90 deg when driving to dump- fixed by Jacob’s; bearing cover to be ordered Youth hockey night can be organized 	<p>Agnes to email form to Dan</p>
7. Financial Report	<ul style="list-style-type: none"> Less hall rentals this year 	

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	<ul style="list-style-type: none"> ○ Used to be 4-6 school rentals, \$750 each for 3 days with sleepovers- ?this activity being phased out by schools ● Financials WNL ● Mike from Dump Society- if the former non-profit has excess funds, must be transferred to another non-profit; LMCA suggested, earmarked for golf course <ul style="list-style-type: none"> ○ Money would be deferred to next year ○ Potentially \$15,000; could use as leverage for CDF funding, ○ Re-do all holes with dumps of sand to build it back up ○ Needs to be capped with sand/other material- crushed glass underneath ○ Try to get regular golfers get more involved 	
	<p>Draft budget:</p> <ul style="list-style-type: none"> ● Based on change in business plan, changes related to Agnes leaving ● Agnes will create draft budget ~Feb 	
8. New Business		
a) ED succession schedule/timeline	<ul style="list-style-type: none"> ● Official resignation as ED raised ● Suggesting staying on casual as program coordinator, summers off, find own funding ● Agnes likely off starting mid-June ● Agnes has timeline developed, including: advertising of new position in early March, out for 3 weeks; orientation timeline depends on whether someone with ED background is the successful candidate ● Summer funding should be in place, 4-5 months of working from established plans before having to complete next round of funding application ● Old plan: all activities funneled through ED ● New plan/draft budget: team model, 25h ED, 15h Bianka, 20h Russ, 5 janitor hours/week, casual staff for food/hospitality at \$5,000/yr <ul style="list-style-type: none"> ○ Team model to manage workloads, built-in flexibility seasonally 	Etienne to coordinate advertising of new position in early March, to include overlap with Agnes as ED

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	<ul style="list-style-type: none"> ○ and allotment of hours between all staff ○ Each staff has a direct partner in the board- buddy system ● Agnes has been compiling funding bible, activities bible, writing down wisdom for next ED 	<p>Agnes to send bibles to Etienne to translate from Word into Excel</p>
<p>b) LMCA business/operational plan</p>	<ul style="list-style-type: none"> ● Etienne made detailed analysis of costs over time <ul style="list-style-type: none"> ○ O&M costs flat ○ Labour (staff, cleaning)- main escalation ○ Electricity- especially demand charge; carbon tax ● Needs a board member/community member to take on as project to identify a way to ● Could continue to communicate with John Streiker re: human resources/labour funding ● Physical protection for buildings to be removed from insurance, to have money to spend on human resources (currently \$9,300- half is liability, half is property, and only ½ property is covered) ● Need to include in draft budget: remove property insurance and website costs ● Agnes updated business plan with activities since plan was developed <ul style="list-style-type: none"> ○ New model: 60 hours of staff for a centre open 7 days/week- not adequate ○ Tool to bring to John Streiker to demonstrate inadequacies 	<p>Etienne to compare with Marsh Lk's formulas</p> <p>Agnes to invite John Streiker to review new strategic business plan</p>
<p>c) Board development days/board recruitment</p>	<ul style="list-style-type: none"> ● Etienne has been developing a poster/mail out with keywords, Bianka can assist with visuals ● Etienne will stay on as president for at least 1 year, Dan will stay on as vice while he's in YT ● Dan has talked to a few locals about joining the board ● Need at least 7 active board members, especially someone with financial 	<p>Bianka to assist Etienne with visuals for posters for each board 'job' description; within next 2 weeks</p>

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	<p>understanding</p> <ul style="list-style-type: none"> • Agnes has short job descriptions with estimated # hours, idea for new model with board 'job' descriptions • LAC doing pancake breakfast on April 5th at LMCC- LMCA can have a presence as an opportunity to advertise for board members, using new model • Future board development days: joint brainstorming of new skills/capacities to be developed within the board • Board member needed who is responsible for corporate sponsorships on a regular basis • Board member needed to be a fundraising coordinator, and a commitment to run at least one fundraiser per year 	<p>Agnes to send Etienne/all board member the updated business plan</p> <p>Peter Carr to ask at LAC if LMCA can join April pancake breakfast</p>
8. Other	Date for AGM: Fri May 22	
9. Next meeting	Feb 28, 7pm	
10. Adjournment- 8:25pm	<p>Moved by Etienne</p> <ul style="list-style-type: none"> • Seconded by Lauren 	