



LASQUETI LAST RESORT SOCIETY
Minutes of the Board of Directors Meeting
Held at the Health Centre
January 18 , 2020

1. Call to Order

Chairperson called the meeting to order at 10:00 am. She welcomed attendees and acknowledged we are meeting on Coast Salish Lands and we respect this.

2. Present

The following Board members were present: Susan Morrison (chair), Earnie Morrison, Vic Downard, Joyce Bonfield, Marilyn Darwin, Frank Buffam (via phone), Tim Peterson (via phone), Ron Abraham (via phone),

Recorder: Robin Jacobs

Regrets: Sandy Morrison, Tom Carter, Robert Wallace.

Also present were 19 members of the public.

3. Discussion about whether there could be an item added to the agenda regarding a conflict between board members. Board consensus was that the item should be added to the *in camera* portion at the end of the meeting.

4. Approval of Agenda. Susan removed her item regarding a proposed procurement policy. Agenda was approved as amended.

5. Approval of Minutes. Minutes of the November 23, 2019 were reviewed. It was taken by consent to adopt the minutes as circulated.

6. Treasurers' Report. Administrator read the balances of the TD accounts, and noted that funds in the operating account are currently low to meet projected expenses until next qRD tax disbursement in March.

It was taken by consent to approve the treasurer's report.

7. Appointment of Vice Chair

Earnie nominated Joyce as vice-chair; she declined the nomination. It was clarified that according to our constitutions, nominations and motions do not require a second. Marilyn nominated Tim Peterson as vice-chair; he accepted the nomination. It was taken by acclamation that Tim is the new vice-chair.

8. Back-up cleaner

Kathie G. would like to have a back-up cleaner in place to clean the centre 1 week per month, and to be available in case of illness or vacation.

MOVED (Frank) that the board ask Carly P. to be the back-up cleaner.

CARRIED

9. Administrator report

- A. Two upcoming respite suite stays are planned during March and April of this year. As a result, there may be increased electrical and water usage during those months. Is cleaning provided during a respite stay? Is cleaning the suite between stays included in cleaning contract, or an extra duty of which the cleaner should be notified? **It was clarified that the board will need to discuss this cleaning with staff in advance.**
- B. Electric lift recliner has been donated by Suzie and Ray Bruce for the respite suite. Seeking a volunteer with a truck to help me move the chair.
- C. Ray L. reminded me that we have a donated piece of ophthalmological equipment which could be useful if set up in one of the treatment rooms, to be available in case of an eye-related accident, or for potential eye clinics. **Ron and Frank volunteer to help set up ophthalmology equipment and declutter storage.**
- D. The outside storage room needs reorganizing, and probably sorting out and culling some of the less-useful or redundant items.
- E. Larry and Rob L. have been working together to configure the new Telehealth unit, and it is ready to be used. There are no current Telehealth bookings, as the regular appointment has been suspended by the practitioner (nothing to do with our telehealth).
- F. Dianne and I have both observed the need for soundproofing measures to protect patient privacy around the treatment rooms during nursing visits as well as telehealth and other healing services such as massage. Perhaps the board could investigate the possibility of basic measures such as extra sealing around doors to mitigate the travel of noise. Dianne would like to use the red door to help reduce noise travel to waiting room, however the automatic lock makes this difficult. Can the lock be disabled, in recognition of the greater access to the “back” half of the building? **Lock can be disabled manually with key.**
- G. Payroll: employment standards dictate that an employee who works on a stat holiday is entitled to time-and-a-half for that day’s hours, in addition to regular stat holiday pay for an “average” day’s work. This should be considered in scheduling maintenance hours. Administrator currently probably does not qualify as an independent contractor, and the board should consider making this position a regular employee. Cleaning, on the other hand, could be handled as an independent contract if the board is comfortable with the contract holder using their own employees to carry out the work. Maintenance: since we

are required to pay a minimum for a worker who reports to work (2 hours), it might be advisable to give the maintenance worker more to do.

- H. Request: for regular weekly schedule of cheque signers. Current irregular availability of signers can cause difficulties for items with deadlines. Cheques need signing every week. Also monthly remittance and post office mail could be regular assigned tasks. Another role for a director could be someone who responds to community feedback, either directly, if an individual contacts the board directly, or publicly.
- I. Larry's suggestions for adding ethernet ports to the front meeting room could be combined with the planned phone jack installation? **There was positive consensus with proceeding with Larry's plan. Maintenance director will coordinate with Larry.**
- J. I am in the process of finalizing the invoice to qRD for services to the Recycling Centre and Fire Hall. In light of the fact that heat has not been working to Mark's office, we need to figure out how we will account for this in our invoice, if at all. Now is the time I need to know about any additional charges for cleaning, etc. As far as I am aware there have not been any "extraordinary" usages. The invoice will be sent during the next week.

10. Health committee

The committee met on January 16th, 2020.

Frank read the health committee report.

A rental fee for our facility was supported in principle by Island Health at the September 2019 meeting; we will ask for it in this year's contract.

In their next meeting with Island Health, the committee will ask for physiotherapy and phlebotomy, which might be more difficult to arrange.

We will try to get the increase in cleaning fees added to the contract.

11. Daniel's report regarding the batteries (See "Reports")

- A. The main problem was the generator, not the batteries, which has now been addressed, at least partially. There is a certain size load which does not trigger the generator, and instead crashes the system. A similar problem has happened at the school, and the SMA has been less than helpful. The batteries do not equalize effectively.
- B. Vic suggests that the recycling centre is drawing more power than ever planned for, we need to make sure we are not charging the recycling centre batteries. Daniel says if the load was increased, the system would in fact perform better.
- C. Ventilation: there is currently a vent fan, but the pipe is not the right size. You could add about 3 more fans and run them simultaneously. You could pull air from outside to cool the batteries, rather than circulating the interior air, which is sometimes at 30C.
- D. The shut-down problem does not relate to high energy usage. Batteries store 100kw and can safely supply 50kw. It's not the recycling centre's fault, it's the SMA's fault.
- E. If we load the system more heavily it will function better.
- F. We could put in a system which parallels the current system which would issue a generator run command based on voltage. The power system has to protect the

generator against reverse current (from the solar panels for instance). It would be worth talking to SMA again, or Small Planet Energy.

- G. Recent electrical problems have not been the “fault” of the recycling centre or fire hall, but relate to problems with the generator and with the SMA programming.

MOTION (Vic): Daniel will look into available equipment compatible with the SMA system which may rectify the problem with the generator run commands and report to the board with a cost estimate.

CARRIED unanimously

MOTION (Joyce): That we get a cost estimate from Daniel to upgrade the ventilation system for the batteries.

CARRIED unanimously

12. Building committee report (Wendy B)

Building committee met on January 11th. They discussed two topics. First, how to increase the energy efficiency of the duplex. Vic made a report on adding rigid insulation to the outside of the building. Second, responses to the expressions of interest: volunteers from the committee made contact with those who stepped forward to express interest. There are some good options including on-island.

Wendy was asked to be the chair of the building committee by Vic, who is retiring from that position but will remain on the committee.

We have 4 full-size copies of the blueprint. All members of the committee were unanimously in favour of making it as efficient as possible, with an eye to keeping such measures cost-effective. One person stepped forward with interest in being the liaison between the architect and the job. Energy efficiency is her specialty. She has been teaching architects passive building techniques. She and Ray will be in touch to discuss this project further, she is willing to come here and discuss with the board. She is not in running to be the contractor, simply the liaison.

13. Susan’s report on her meeting with Andrew Fall

- A. Following some miscommunications in the initial set-up, Susan and Andrew met to determine if the services-sharing agreements are viable. Andrew suggested something be put into place to ensure that power would come directly from the generator/PV rather than depleting our batteries.
- B. Mark B plans to put in a wood stove and probably not use the heat from the JFC. We would still provide heat to the fire hall for freeze prevention.
- C. Jan Darwin started the project to complete the radiant heating to the RD buildings in the spring, but didn’t complete it. He is now talking to qRD again. Andrew will be in communications with Jan as well.
- D. Billing from LLRS will proceed as per the contracts, being that the lack of heat is due to qRD failing to complete their end of the infrastructure.

14. Vic's report on wood growth and use on Lasqueti

Vic circulated copies of the report he has put together regarding use of wood on Lasqueti. Includes a cost-comparison with wood use vs propane, etc. He says he will edit the report further and prepare it for public posting.

15. Plan for BOD meeting schedule

MOTION (Joyce): that we have a regularly scheduled board meeting on the third Saturday of each month at 11:00 AM.

CARRIED unanimously

16. Infrastructure committee

- A. Rob Linschoten has agreed to do a report with suggestions on our infrastructure. He will be invited to the next BOD meeting to present his conclusions.
- B. Vic would like to convene a technical committee involving people who set up the systems and have knowledge of how they are designed and how they run. This is a volunteer committee. Any expenditure would come to the BOD. Regarding maintenance employees, the first person to be called would be the maintenance supervisor, with a list of additional people who could be called in the event that the maintenance supervisor is unavailable.
- C. Suggestion that the technical committee could create operating manuals for the daily operation of the systems.

17. Gwen Bigsby addresses the board

Due to the personal nature of Gwen's comments, it is proposed that Gwen should address the board within the *in camera* portion, and Gwen agrees.

The chair adjourned the open portion of the board meeting at 11:56 AM.

Next BOD meeting: February 15, 2020 at 11:00 AM

Next General meeting: February 1, 2020 at 10:00 AM

Adopted minutes accepted by: _____, Secretary