



LASQUETI LAST RESORT SOCIETY
Minutes of the Board of Directors Meeting
Held at the Health Centre
July 13, 2020

1. Call to Order

Chairperson called the meeting to order at 11:00 AM.

2. Present

The following Board members were present: Vic Downard (chair), Sandy Morrison, Ron Abrahams, Frank Buffam (video), Tom Carter, Marilyn Darwin, Gwen Bigsby (video).

Recorder: Robin Jacobs

Regrets: Tim Peterson, Robert Wallace

Building committee members present: Wendy Bartholomew, Shirley Rogers, Tom Carter, Vic Downard, Gwen Bigsby (video)

3. Approval of minutes from last meeting - June 13, 2020

The minutes of the last BOD meeting were approved as circulated.

MOVED (Sandy)/SECONDED (Marilyn)

4. Treasurer's Report

The treasurer read the current bank balances.

MOVED (Ron)/SECONDED (Tom) that the Treasurer's report be accepted as read.

CARRIED

5. Building Committee report

Wendy Bartholomew as Building Committee chairperson reported to the board on the committee's recent work.

Suggestion: that we keep much more detailed accounting, with frequent reporting regarding the duplex expenses as they happen. Shirley volunteers to be the building committee treasurer, and is appointed by general consensus.

Report: Wendy shared minutes from a recent building committee meeting (ATTACHED) and updated directors on recent discussions and progress. Footings have been poured. Cement

will be here by the time the foundation framing is complete. Projected costs for completed foundation is assessed around 35K.

A revised bid has been submitted based on a total cost of labour for the framing project, rather than an hourly rate as previously discussed.

Discussion about exactly what is included in the quote submitted. Committee will clarify details. It was expressed that we should make a commitment to this builder out of respect for the time and patience he has devoted to negotiating the details with the committee.

Wendy to coordinate with Robin to write letter to chosen builder to confirm bid acceptance.

6. Maintenance report

Recent electrical system outage occurred on July 11th late in the evening; Larry M. at the LIAS office notified Ray, Vic, Robin via email. Outage was caused by human error: the auto-start on the generator was left off. Plan is for that switch to be locked up so the auto-start will always be on.

There was a plugged toilet which was resolved, thanks to work by Vic and Jan D. There was an alarm going off chronically on the water system; Ben C. came to evaluate and suggested a new sensor be ordered, which has now arrived. However the sensor has not yet been installed and the alarm has stopped going off; the alarm may have been caused by the temporary turbidity of the raw water. When the new sensor is installed, the solenoid which has been out of service for some months can be put back in place, and the water system will be back to original functioning. After this maintenance is completed, Vic is planning to approach Island Health again to look at operating permit for potable water. Provisional budget projection to upgrade system to put out 10 gallons/minute and add extra UV light for recommended virus removal.

Generator shed: we already have enough insulation, wood, and drywall for the generator shed. Estimate to complete the shed is around \$2000. Venting and soundproofing will be looked at in the design process. All board members present are in support of Vic moving forward with this.

Fuel tank: we need a bigger fuel tank. A 1000 litre double-walled tank costs about \$4000. Old tank might sell for \$500. When we do that we will need an extra \$200 in insurance to cover us in the event of a spill.

Gazebo: we need to pick a design and find someone to construct. Another possibility to order a kit. Once we have a parts and materials list, we can approach donors with an estimated cost. Directors present agree that this is a good idea.

7. Admin report

Administrator read her report to the directors (**ATTACHED**)

Discussion:

Space heater: Directors are not supportive of LLRS acquiring a space heater. It is OK for practitioners to bring their own, and take it with them when they leave to avoid the possibility of heater being left on.

Island Cleaning Supplies: Sandy volunteered to go to Island Cleaning Supplies to investigate possibility of switching to wall-mount paper towel and soap dispensers with refills supplied by them. Because we have just received a new supply of paper towels, this transition does not need to happen for some months. Observation that current paper towel holders are not necessarily meeting optimal sanitation standards.

Dryer: Discussion about the suitability of the electric clothes dryer in regards to our electrical system. Dryer has been implicated in various system shut-downs, although the recent one appears to be caused by the autostart being turned off. Should LLRS install a propane dryer either instead of or in addition to the current electric one?

8. AGM Planning

Both the president and treasurer roles will be vacant as of the AGM. Tom, Marilyn, Ron, and Gwen plan to stay on as directors. Frank, Vic, and Sandy plan to step down, however Vic is willing to stay as a director at large and help with transition for new president. Robert, Tim, are unknown as far as staying on another term. We need someone to call people in the community who may be good candidates for new directors, and some thought needs to be given to executive positions in particular. Nominating committee is still vacant; Robin to send community update asking for volunteers to help recruit candidates and clarify that key positions will be available.

It was expressed by the directors that Vic should be commended for stepping up to this role for the past 6 months and devoting so much time and energy.

9. United Way funding for senior support during the pandemic

Robin met with Dianne regarding senior support needs, and Dianne suggested that social and emotional health are key needs right now, with isolation and grief faced by many. Suggestion is raised for a senior's coffee hour, possibly at Provisions where they are trained in safe serving of food and drinks. Proposal for a Tuesday afternoon event to try out the idea: Vic and other directors volunteered to be available to pick up and take home seniors who need transport. RSVP would be requested to make sure numbers are appropriate for space, to guarantee distancing. Robin to contact Provisions to investigate if they could accommodate such an event (approximately 6 people per event?).

10. Residency Committee

Some interest is beginning to come in regarding elder cottage applications for the new duplex, though finishing date is unknown. Suggestion that a committee should be formed to be ready to evaluate applicants, which could happen before completion so that the chosen occupants can

be ready to move in when the unit is available. In the past this was done by a 3-person committee using a point system which has been developed for the purpose and could be used again, or re-evaluated.

Proposal: that the Health Committee taking on the application process and also evaluating the rent structure. Marilyn and Frank are willing; Marilyn will ask Nicole if she is willing to participate as well, as a third member is desirable.

11. Heating System

Vic presented his report on heating system alternatives. He plans to revise this report and distribute the updated version when it is ready.

The conclusion of the report is to continue with our current system, and look into installing a back-up oil furnace, per Vic's discussion with Joe Schley. In addition it clarifies that the board is not in favour of looking at individual building heating options. If this report is approved by the rest of the board it can be posted for the public.

Note: to follow up on asking Island Health for usage payment for mental health clinics. Robin will discuss with Dianne. Health committee to discuss and potentially follow-up with Kristen Grovum.

12. Elder cottage clothes washer

The washing machine at the Greene Cottage is broken. It may be fixable or it could be replaced. By general consensus the directors agree that Vic in conjunction with the maintenance team will decide what to do and proceed with either repair or replacement without further board involvement.

13. Next Directors' Meeting: August 10th

New schedule for directors meetings will be: **second Monday of each month at 11AM.**

Work bee for wood splitting: **July 25th.** Robin to announce. Lunch provided?
John Cantrell has a wood splitter which he is happy to loan.

14. Adjournment

Chairperson adjourned the meeting at 1:00PM

Minutes submitted by: Robin Jacobs

Adopted minutes accepted by: _____, Secretary

Attachment 1: Building Committee minutes, June 29, 2020

Updated

Minutes of Last Resort Society Building Committee Meeting held Monday, June 29, 2020.

In attendance were: Vic Downard, Ray Liposky, Doane Grinnell, Shirley Rogers, Wendy Bartholomew.
Absent were: Tom Carter, Gwen Bigsby

(1) Reflections on excavations and extra costs:

Several trees were removed to facilitate excavation – some remain and may need to be moved.

Discussion of costs of dump truck to remove extra fill versus extra excavator expense to move.
Conclusion was it was more cost effective than using excavator hours (Vic). So far, excavation costs are **3066.00 (includes dump truck cost ~\$850.00)**.

Extra concrete will be needed to compensate for unanticipated slope to the site. Vic explained that would not have a material effect on overall cost, and was a better option given the site.

Things did not go very smoothly on the day of excavation and it was felt that an overall Project Manager is needed for this first phase. Wendy will take on this task and will call on the other Committee members to assist as needed.

There was additional discussion (later) about how the paperwork (waybills, delivery receipts, payments) would be handled. It is felt that all receipts to be given to Robin, **who has a** spreadsheet to monitor spending. Robin has an “in tray” in her office at JFC and all receipts should be placed there for safekeeping and storage. All receipts must be marked “DUPLEX” when deposited. Wendy will try and locate previous project invoices for help in ordering.

(2) Foundation Stage:

Nattys cement order has been delayed and will now arrive in 2 weeks on Bella’s barge. Jakes work can proceed as Natty has enough cement for the footings. Shirley suggested that Natty should be asked for a Plan B should the cement delivery not arrive – **Wendy** to follow up with Natty.

Jakes estimate for the foundation stage **compared** using ICF blocks (estimated \$8448.00 **for materials**), **versus traditional plywood. The committee decided to go with ICF blocks.** Doane to discuss/confirm with him. Jake to provide materials list ASAP so that the material can be ordered by Windsor, and on the barge this Friday. Wendy will **also** followup on getting the list and ordering. **Wendy asked Jake to investigate using dimple board as a moisture barrier with ICF blocks.**

Jake to be informed by Doane to put in drainage pipe when doing footing.

(3) Timelines:

July 13, 2020

Board of Directors Meeting

Jordan will be notified (by Robin) that he has been selected for the project on a times and material basis. Sylvan also to be notified that he was unsuccessful in his bid.

Jordan will be asked to give notice on his current job as soon as the Committee can confirm that the site will be ready for him. The deadline for notice for him will be July 10th, giving a start date of Monday, July 27th. Failing this, he will need a further 3 weeks to give notice and the build will not commence until August 17th.

Meanwhile, the following tasks to be completed:

Doane to calculate amount of cedar for the order from Mel Backs son – hopefully donated or at a cheap price, and delivered on Bellas barge. This is rough grade cedar and much will need to be ripped and planed.

Doane to **calculate the linear feet of cedar needed for the soffets as well as how many feet soffets venting material. Wendy will check prices at Windsor (also Jordan @Sleggs?), once Wendy receives calculations from Doane**

Wendy to check on price of windows and doors with Windsor. Already have Jordan's quote from Schlegg. Need to wait for confirmation of # of windows with sliders, and doors from Carsten. 6-8 week delivery.

Wendy will be talking to Gwen re access to old files.

Ray to check with Carsten on "revised" plans as corrections are not shown on current plans.

Ray to order shower stalls (\$2800.00 each), and check to see if Sylvan has a double walled 1250 gallon septic tank. If not, he will order (about **\$3000.00**). 6-8 week delivery.

Jordan to order trusses **from Atlas** asap. Delivery **4 weeks. Wendy seeking wait time & quote from Hitec if wait time not too long.**

Vic to talk to Jan about perimeter sewer lines.

Notes by Shirley

BOLDED additions / changes by Wendy

Attachment 2: Administrative Report

Administrative report: June 13, 2020

Usage of the space: Mental health Counselor Dan Clark will return to the JFC on July 24th. First responders are holding their annual training at the JFC over the last weekend in July and the first weekend in August. Pia Lironi continues to offer massage therapy during 1-2 days per week. Meditation group is back in the space every Sunday.

COVID-19 guidelines are posted both in the JFC and on the website, and should be reviewed monthly and approved by the board. If any director has comments about the guidelines (guidelines posted at <https://www.judithfishercentre.com/archive.html>), please speak with Robin.

Website has been further updated with new photos, content, and all elder cottage application documents. Traffic continues to increase on the website in response to community updates which contain links, which will hopefully have a positive effect on fundraising efforts and general website awareness.

A residency committee needs to be formed, could be additional point of contact for interested applicants or questions from the community. This week I have received one more inquiry from a prospective resident who has now been given an application packet. Evaluation criteria for making the decision between applicants should be reviewed and updated if needed. Also this committee could look at the current occupancy fee with an eye to the possibility of a sliding scale. I have received comments from community members that they would not feel supportive of a wealthy resident benefitting from the low monthly fee, when many community members have contributed both financially and as volunteers. However others have said they feel it should be a flat rate, with the SAFER subsidy reducing the burden to the lower-income residents.

I spoke with Island Cleaning Supplies regarding the possibility of transitioning to wall-mount paper towel dispenser and soap dispensers. Cost of the dispensers is minimal (around \$10) with the understanding that we will be purchasing refill products from them. Cost of paper towels about \$.01 per foot: \$55/case containing 6 x 100 foot-rolls. Soap refills are \$11.99 for a foam soap, Green Seal certified.

The recent power outage demonstrated the fact that there is currently no system for automated notification of outages. If no one is present to report the outage, it could be some time before maintenance is aware. Suggestion that an automated system be put in place which could remove this uncertainty.

- Robin Jacobs

