



*LASQUETI LAST RESORT SOCIETY*  
*Minutes of the Board of Directors Meeting*  
*Held at the Health Centre*  
*August 10, 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, Tom Carter, Marilyn Darwin, Gwen Bigsby.

Recorder: Robin Jacobs

Regrets: Tim Peterson, Frank Buffam, Robert Wallace

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

**3. Approval of minutes from last meeting - July 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. The operating account now serves two purposes, as 70,000 has been transferred from the capital account for the purpose of building the duplex. However more than 20K has already been dispersed for the duplex, leaving something approximating 40K for operating expenses for the remainder of the year. Treasurer will investigate and report back with a more precise operating expense balance. The need for fundraising becomes apparent; also the contingency fund in the investment account is there in case of a shortfall. Elder cottage rent is a reliable source of income, but does not cover our monthly costs such as maintenance, administration, upkeep on the systems. The insurance renewal is coming up in October and will be a large expense.

**MOVED/SECONDED** that the Treasurer's report be accepted as read.

**CARRIED**

**5. Building Committee report**

Shirley Rogers, committee treasurer, shared the current financial picture regarding what has been paid out and what expenses are anticipated. A spreadsheet detailing expenses paid and

projected was presented. Wendy Bartholomew as Building Committee chairperson also answered questions regarding the details of the process.

200K is the total budget, including lockup for the entire building and finishing one side. Natty's remaining work on the foundation has yet to be completed and invoiced. Aslan Carrey will be helping with the remainder of the work with his Bobcat, under the umbrella of Natty's contract. Adjustments have been made to the landscape planning. The costs are anticipated to come out greater than the current estimates, however the committee is optimistic that they will be able to completely finish one unit of the duplex under the current budget, in addition to lock-up for the entire building.

Jordan is likely to start framing within the next 10-14 days. There have been some delays in completing the footings, and the backfill is waiting for the footings.

#### **6. Administration report (ATTACHED)**

Nicole willing to join committee for elder cottage residency. Historically there has been the intention to have 2 directors and 1 community member on the committee. Nicole now qualifies as a community member. However when Frank steps down from the board in September, he will no longer be a director; it was not resolved whether a second director is needed to sit on the committee at that point.

#### **7. Maintenance report**

In general things are running well. Karl D. is coming this Wednesday to do boiler maintenance and train Bob & Carly. Water tank by generator shed appears to be leaking intermittently; may be a faulty valve. Currently it is dry.

Who empties the paper trash in washrooms? Per discussion, Kathie will be asked to take care of this. Marilyn will communicate this.

#### **7. Personnel costs, occasional jobs**

Suggestion: that there should be a work order submitted for any extra maintenance costs beyond 2 hours per day. A director should email the entire board, make a motion to allocate extra hours, and all members can vote on it.

Marilyn as employee coordinator will review tasks and current needs with employees. For now, Marilyn will tell employees to keep their hours to 6 maximum per week.

#### **8. Building access**

Nurse's office has been used for the APC meeting; this was an unplanned use which occurred because construction noise made it difficult for participants to meet outdoors as planned. It is clarified that only the meeting room, respite room, and treatment room #2 can be used for meetings. Other rooms, including the nurse's office, treatment room #1, and the LLRS office, are off-limits to the general public.

Discussion regarding the Respite Suite phone: for future respite residencies, the land-line phone in there should be used for emergencies only, to avoid potential conflict with office and nurse use of the line.

**9. COVID guidelines**

All directors present are supportive of current COVID guidelines as posted on the website and on paper at the JFC. No adjustments are necessary at this time.

**10. Human resources policy**

Administrator presented the draft Human Resources Policy as previously circulated by email. When approved by BOD, policy will be posted to the JFC website and also posted on paper in the office.

**MOVED (Sandy)/SECONDED (Ron):** that the board adopt the Human Resources policy as distributed by Robin.

**CARRIED**

**11. AGM planning**

Sandy agrees to call all current directors to find out if they plan to stay on the board another year. Sandy is willing to remain treasurer in the absence of other candidates. A president is still needed.

**12. Adjournment**

Chairperson adjourned the meeting at 12:50PM

Next meeting date: September 14th, 2020 at 11:00 AM

Minutes submitted by: Robin Jacobs

Adopted minutes accepted by: \_\_\_\_\_, Secretary

Administrative report: August 10, 2020

Letter of bid acceptance was sent to Jordan Geck by email on July 14th. Directors and Officers liability policy was negotiated and paid for another year, with our general liability policy due in October. Course of Construction insurance has been confirmed and will be active for 3 months starting August 15th.

Usage of the space: Nurse is on holiday during part of August. First responders held their annual training at the JFC; some observers were concerned that masks were not worn. LLRS COVID-related policies should be reviewed monthly to confirm we are current with provincial recommendations. Pia Lironi continues to offer massage therapy during 1-2 days per week. Meditation group is in the space every Sunday. Islands Trust APC was scheduled to meet outdoors but ended up meeting in the nurse's office due to construction noise outside. This has led to the suggestion to further limit access to the nurse's office, perhaps by moving the spare key. Also, a phone jack in the meeting room, as has been previously planned, would help reduce the need to enter the nurse's office.

The broken elder cottage washing machine was removed, and Bob K. went to London Drugs and purchased a new one for under \$400. I wrote a letter asking for a donation which Bob brought to London Drugs, with the result that they gave us a \$70 discount.

COVID-19 guidelines need to be reviewed. Should LLRS be requiring mask usage inside the building? If any director has comments about the guidelines (guidelines posted at <https://www.judithfishercentre.com/archive.html>), please speak with Robin.

Office access: a suggestion has been raised to install a lock on interior LLRS office door, in light of increased access to that area of the building.

Residency update for the health committee: one new elder cottage application has been received, meaning we now have 2 which are signed and can be reviewed in the office.

Joy's suggestion: donation box in garden, near gate? She often sends visitors to her store to check out the garden.

Other fundraising opportunities: if any director is willing to take on the role of pursuing funding possibilities, I can forward possibilities and coordinate with this person. A few have recently been suggested to me, which my current hours do not allow me time to pursue.

Attachment #2: Correspondence from Bonny Joy

From: [taoistjoy@hotmail.com](mailto:taoistjoy@hotmail.com)

To: [healthcentre@lasqueti.ca](mailto:healthcentre@lasqueti.ca)

Subject: Fund Raising

Date: August 10, 2020

I would like to suggest to the board that a contribution box be set up inside the garden gate at the health centre. When I tell tourists or summer people things to do on Lasqueti, I now send them to see the gardens at our Health Centre. We should give them an opportunity to donate, either to the Health Centre, or to the garden proper. I also have suggested that a plant table of propositions from the garden be set up inside the gate for plant sales, on the honour system

Love, Joy.