



*LASQUETI LAST RESORT SOCIETY*  
*Minutes of the Board of Directors Meeting*  
*Held at the Health Centre*  
*November 4, 2020*

**1. Call to Order**

Chairperson called the meeting to order at 1:00 PM.

**2. Present**

The following Board members were present: Marilyn Darwin (chair), Sandy Morrison, Ron Abrahams (remote attendance), Tom Carter, Tim Peterson (remote attendance), Vic Downard, Mary Hurlburt, Pia Lironi, Andrew Van der meer.

Members of the public: Shirley Rogers

Recorder: Robin Jacobs

Regrets: Gwen Bigsby

**3. Approval of minutes from last meeting - October 9, 2020**

The minutes of the last BOD meeting were read aloud by Sandy and approved as circulated.

**MOVED (Vic)/SECONDED (Sandy)** that the minutes be accepted as read.

**CARRIED**

**4. Treasurer's Report**

Treasurer gave a verbal report of the Society's current bank balances.

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

**CARRIED**

**5. Building Committee Report**

Shirley as treasurer of the committee reported on the progress of the duplex. Most expenses to lock-up have now been paid with very little outstanding, other than an estimated 5-9K for labour to install the roof. Committee voted against adding glass panels to the south roof overhang, but these could be added later if desired. Light tubes will be installed as an alternative. The committee has worked on a budget for finishing expenses which Shirley presented. The total estimate for finishing both sides of the duplex is set at \$140K.

The committee has raised the question of allowing prospective residents to pay a large donation upfront for finishing costs, in exchange for a specified amount of no-fee occupancy in one of the completed units. This question is referred to the Policy and Procedures committee for recommendations.

The need for fundraising was highlighted. Committee is aware of the BOD's request for a detailed plumbing and electrical plan presented prior to commencing that phase. Wendy has emphasized for the committee the importance of complete records of system operations and maintenance routines.

It was agreed that Ray, Doane, and Vic will be the operating committee for now, with the focus on plumbing and wiring. Wendy will no longer be the chair or project manager during this next stage. Shirley will maintain the financial records. Committee makeup will be reconsidered if and when there are more funds available.

#### **6. Administrator's report**

It is recommended that the board update the COVID policies, in particular in relation to maximum occupancy of the meeting room. The current maximum of 8 may not accommodate many directors' meetings. This question is referred to the policy committee.

**MOVED (Vic)/SECONDED (Mary):** that the Policies and Procedures Committee meet before the next BOD meeting and draft recommendations to update current COVID policies for board approval.

**CARRIED**

#### **7. Fundraising letter**

Administrator will distribute drafts of fundraising letters to current directors for further edits, with a goal of sending some targeted letters by mid-next week.

#### **8. Maintenance report**

- Recent complaints of excessive smoke from JFC boiler have been investigated and some boiler maintenance has been performed which has helped the situation. However some fires have still resulted in too much smoke since that maintenance, and the team continues to closely monitor and troubleshoot the situation. A community update in response to complaints was sent by Robin, and she will send a second update this week detailing our actions thus far.
- Construction is nearing completion on the generator shed. When complete, Vic will check the decibels at nearby residences to verify that we have improved the sound transmission.
- Vic has been in touch with Andrew Sheret regarding water system issues (lack of pressure, inconsistent response from on-demand heaters) but no conclusions have been reached about the next steps.

#### **9. Annual employee review**

Per our human resources policy, each employee should have an annual review around the anniversary of their start date. Robin will draft an annual review form for directors to use when conducting reviews. Carly P. and Kathie G. should have their annual reviews this month.

#### **10. New Work Order procedure**

Robin showed directors the new work order form and the binder containing the forms which will be kept in the LLRS office. Any directors planning to hire labour on behalf of the LLRS should use this procedure:

1. Suggest a contractor for the labour
2. Determine the hourly rate
3. Estimate the number of hours needed
4. Total the estimated cost of the project
5. Present the proposal to all directors either at a meeting or via email for a formal motion and vote
6. After board approval, complete the Work Order form in the LLRS office
7. After board approval, notify the contractor that they are hired for the job
8. Contractor submits invoice to LLRS office for payment upon completion of labour

All labour needs to be approved and documented in this manner, with the exception of emergency repairs to existing systems, when the timeline does not permit the board approval process. In such a case, the director authorizing the emergency work should notify all other directors ASAP via email.

#### **11. Elder Cottage Occupancy Committee**

Marilyn shared the document detailing the 2016 board decision regarding the formation of the Committee for Application, which outlines a 7-person committee. Current board members may wish to form a smaller committee. Current committee consists of Marilyn, Mary, possibly Nicole Murphy. Robin will send Mary current elder cottage documents for review.

#### **12. Cleaning schedule**

Kathie G. has notified directors that she is only able to clean the building twice per month, rather than weekly. Sandy volunteers to sweep the floors during Kathie's off-weeks.

#### **13. Spending limit for maintenance, cleaning, admin purchases**

The limit for spending without board approval for regularly needed items such as office supplies and replacement parts for operating systems remains at \$500. For any expenditure beyond \$500, or any unusual purchase, the board should vote in advance via email or at a meeting. Directors submit receipts to the LLRS office for reimbursement, or make arrangements for a supplier to invoice LLRS directly.

It was clarified that purchase orders are not currently required for buying supplies.

#### **14. Senior Support Committee**

The committee met today (November 4) at the JFC to plan. Attending were Victor, Eugenie, Carly R., and Peter J. Peter plans to publicize a request to the community to suggest ways to spend the funds allocated. Carly will speak with Adam E. and others who may be available for work supporting seniors. Committee members have many ideas and will present recommendations to the board.

**15. Next Meeting**

Next Directors' Meeting: tentatively set for Tuesday, December 1st at 1:00 PM

**16. Adjournment**

Chairperson adjourned the meeting at 2:45 PM

Minutes submitted by: Robin Jacobs

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