



Joe Rich Society
Board of Directors Meeting
May 20, 2024
7:00 to 8:30pm
Joe Rich Community Hall

Minutes

Attendance: Nancy Baillie, Christine LeGuilloux, Amanda Unsworth, Lorry Bergman, Joanna Artiss, Sarah Dougan, Courtney Eyres, Cindy Smith, Tracey De Melo

Regrets: G. Sirett

Confirmation of Quorum: 9 in attendance

Call to Order

Approval of Minutes: Directors Meeting April 24, 2024

Motion to approve minutes as distributed: L. Bergman

Second: C. Smith

No errors/omissions/no discussion.

Motion Passed (unanimous)

Old Business

- Update on laptop – T. White. Laptop and case have been ordered from Lenovo. Estimated delivery is May 28, 2024. Will need Microsoft Office.
Action – explore option through TechSoup
- Google Workspace: S. Dougan. Set up (no cost). Access to individual emails @joerichsociety. Extra security. Includes Google Drive with 1TB cloud storage. Can limit access to drives.
Motion to move forward with using Google Workspace as the society's new platform:
J. Artiss
Second: C. LeGuilloux
Discussion: email options, access/permissions, how to use, President/Vice
President/Secretary to have access overall. Motion Passed (unanimous)
Action: S. Dougan to set up director emails
- Website: S. Dougan Present website uses 'Weebly'. Not the most user friendly.
Motion to create a new website: C. LeGuilloux Second: A. Unsworth
Discussion: platform, using all present website content, tabs to make access easier.
Motion Passed (unanimous)
Action: board to work together on content. New website, once created, will be attached to present domain.
- Email Access: S. Dougan. Individual society emails under Google Workspace. Present email will be maintained as it is part of society record.
- Survey to Members: S. Dougan. Review of compilation of suggestions for survey.
- Hall Rentals Update: C. Smith regarding wedding/hall rental and rules around use. Wedding party and RDCO in direct contact. Several issues have arisen due to misinformation. Corrected information has been shared.

Motion to have the ability when meeting with the XX family to offer the wedding rental on XXXX, 2024 a discount (on the rental fee) as deemed appropriate/at discretion of directors involved in meeting (cleaning fees are not to be discounted): C. Smith

Second: C. LeGuilloux

Discussion: discount does not include cleaning fees, maintaining the additional fees (ie opening fees), discretion of discount on rental fees, implications of 'free'.

Motion Passed

New Business

- Social Media Policy: current policy was reviewed and revised.
Motion to adopt the Joe Rich Society Social Media and Communications Policy and Guidelines as modified and presented today: C. Eyres Second: C. LeGuilloux
No discussion Motion Passed (unanimous)
Action: C. Eyres to send document to T. White to format and copy for directors to sign.
- Response to Correspondence:
 - Reply from BOD to CCP email discussed and reply composed.
Motion that the discussed letter be sent to CCP: S. Dougan Second: A. Unsworth
No discussion. Motion Passed (unanimous)
 - Reply to member emails from BOD discussed and reply composed.
Motion to send this letter to the four market vendors who emailed the society and any future community members or vendors who reach out to the society: S. Dougan
Second: L. Bergman
No discussion. Motion Passed (unanimous)
 - Website post regarding RDCO agreement and hall use/fundraising discussed and composed.
Motion to post the information on the website and social media: S. Dougan
Second: A. Unsworth
No discussion. Motion Passed (unanimous)

Action: T. White to email letters from BOD via JRS email.
S. Dougan to post information on the website.
- Market Vendors Table Fees: Motion that the farmer's market vendors tables are free through October 2024: C. Smith Second: C. LeGuilloux
Discussion table numbers, space, review of fees 2025. Motion Passed (unanimous)
- RDCO Update: C. LeGuilloux met with Kirk, RDCO.
 - Need to be mindful of parking with any hall rental. Parking lot has 15 spaces. Fire Department needs minimum of 9 spots if called out. No blocking FD bay doors. Access needed to fire hydrant.
 - No liquor/liquor license beyond the four walls of hall.
 - Able to have hall doors open and use outside for society events but cannot have exclusivity of green space. Need to email 'Kelly' at RDCO to notify.
 - Locked garbage can outside backdoor. Key is in key lockbox. RDCO takes garbage to curb.
 - Outside lights have been repaired and are operational.

N. Baillie received email communication from Wayne(RDCO). Alcohol can only be served inside hall. Wedding ceremonies not permitted outside (not permitted in any

RDCO park), no blocking of back door on parking lot side as is an egress. Moving forward RDCO and Society are now both aware of and consistent with following regulations and bylaws.

- Communications amongst directors: use of messenger. Working group meetings are not considered a regular director meeting. Not obligated to attend. Information re: working groups to go out through Messenger/group chat. Committee meetings/working group take notes (vs minutes) and report back at meetings.
- Deep Clean: C. LeGuilloux. Email received re: 'deep clean' including stripping/refinishing floor. Quote received for \$1400.00. In the past, partnered with RDCO for the bigger clean. Discussion.
- Operating Agreement with RDCO ends in December 2024. RDCO will begin discussions July 2024.
- Records: discussion about maintaining historical documents. Destruction of outdated records – could RDCO shred?
- Tabled to next meeting:
 - Markets
 - Weddings
 - Deep Cleaning
- Next Society General Meeting to be set for July 2024. Date to be confirmed.
- Next BOD meeting date to be confirmed.

Adjournment