



**Joe Rich Society  
Directors Meeting  
April 24, 2024  
7:00 to 8:30pm  
Joe Rich Community Hall**

**Minutes**

**Attendance:** Nancy Baillie, Christine LeGuilloux, Greg Sirett, Amanda Unsworth, Joanna Artiss, Sarah Dougan, Cindy Smith, Tracey De Melo

**Regrets:** Lorry Bergman, Courtney Eyre

**Confirmation of Quorum:** 8 in attendance

**Call to Order**

**New Business/Agenda Items**

- Terms of service for new board members: a motion will need to be made that new board members will serve a term of two years.  
*Action:* will need motion made and seconder. Discussion about terms.
- April 10 Minutes – errors and/or omissions – Meeting date to be corrected from April 22, 2024 to April 24, 2024. N. Baillie declared minutes approved as corrected.
- Correspondence: T. White reviewed email correspondence. Discussed purpose of Society email: official record and business communication. General discussions/conversations should not be on Society email. Hall rental inquiry. Discussion re: needs for insurance, timeline, process, event that weekend. Unable to accommodate at this time.  
*Action:* Further discussion needed regarding hall rentals.
- Google Workspace: discussion regarding emails, google drives, PIPA implication and privacy concerns. Hand out/tutorial/information needed. Eventbrite and website are attached to Society email.  
*Action:* Further discussion with board members.
- Phone Answering Machine – voice message comes through to Society email.
- Treasurer's Report: G. Sirett reviewed the reports. Discussion. RDCO report is a reflection of how we are positioned with expenses and revenue.  
*Reports attached.*
- Events Committee Report: *C. LeGuilloux to provide report at Society General Meeting*
- Programming Committee Report: *A. Unsworth to provide report at Society General Meeting.*
- Wednesday Craft Sessions: C. Smith: requested to restart Wednesday Craft sessions. N. Baillie, C. LeGuilloux, or C. Smith to open the hall. C. LeGuilloux proposed Eventbrite registration from now until end of June. Attendance taken at each session and provided to N. Baillie. Discussion regarding following present Social Media policy  
*Action:* S. Dougan to complete Eventbrite ad/poster and put on website.
- Laptop: N. Baillie would like motion made on April 28, 2024 meeting to state purchase of laptop in range of \$1500.00 to meet business needs. Previous motion (March 3, 2024) was to discuss with RDCO and then bringing information back to members.  
*Action:* Need to bring motion and information forward for member involvement at April 28, 2024 Society meeting.

- Transition: T. White has full access to Society email with verification. Transition support has gone well. S. Dougan has full access to website, Eventbrite, Canva. Two factor verification will need to be transferred. Discussion regarding transfer of information, verification processes, email addresses, facebook pages. History on governance committee, facebook pages (governance, road improvement, etc.). N. Baillie suggesting starting Google Workspace. Proposal of letter to request documents and records with time limits. Verbal request to set up time to transfer verification. There needs to be something in writing.  
*Action:* S. Dougan to follow up to get two factor verification switched over. Suggestion of letter if S. Dougan has not been able to get two factor verification transferred over by May 1, 2024.

- RDCO Contract – Section 3.5.

3.5 The Society acknowledges and agrees that any monies that it raises through fundraising efforts using the Centre as the focus thereof, shall be used by the Society for the management and programming of the Centre in accordance with this Agreement. Provided, however, that the Society may place a portion of such funds, in trust with the Regional District, into reserve accounts for future capital or operating expenses. If the Society embarks on a fundraising effort for other activities/responsibilities as supported through the Society's constitution, the Society must ensure that any fundraising effort outside of the Centre being a beneficiary is not subsidized or financially supported in any way through the funding supplied via taxation that supports the Operating and Recreation program delivery requirements at the Centre as identified in this Agreement.

RDCO owns hall, Society has the contract for operation of the Hall.

Discussion re: email February 2024, March 2024 RDCO wants delineation between hall operations. Donations occurring in hall can be misconstrued as RDCO sponsored. Implications with any group using the hall or society event to fundraise. Based on RDCO's comment, fundraising cannot occur. As such, a fundraising group/event (JRFD, CCP, community group etc.) could rent the hall.

- New Meeting Times/Dates: Need 5 meetings per year plus Annual General Meeting. Director's meetings for discussing policies. Historically, no meetings over the summer. April 28, 2024 will be third meeting. Suggestion of meetings in June, September, and October.
- NWCA Potlucks: A. Unsworth reported. Very active association on Westside Road. They have a senior's association that rents the hall. Attendees bring own plates/cutlery. Have chafing dishes. Discussion regarding food safe, liability, potential risk, society preparing food, options.
- Private Rentals: C. Smith, C. LeGuilloux coordinate. Is there a Society document? C. Leguilloux offered to contact L. Takoff.
- Cares Project: Discussion: as individuals, we can give and support. CCP is separate and due to RDCO agreement the Society can no longer support it as we would be jeopardising agreement.
- Suggested option to continue to charging to for market and use it as a fundraiser for Society. Donations towards programs and events.
- C. Leguilloux requested Private Hall rentals to be added to next meeting agenda. Price, deposits, procedures, etc. need to be reviewed.

*Action:* Private Hall Rentals tabled to next directors meeting.

## Meeting Adjourned

### Upcoming Meeting

Joe Rich Society General Meeting

April 28, 2024