

FBCA Board Meeting Minutes

April 27, 2023

7:00 pm in person

1. Call to order 7:04 pm
2. Attendance: Elaine, Angela, Debby, Erna, Judy, Keir, Marcia, Neville, Sherry, Susannah, Suzanne, Tammy, Tanya. Guest: Dominique Hrytsay
3. Absent/Regrets - Keir, Neville, Marcia
4. Approval of Consent Agenda
 - Moved Suzanne to accept the Consent Agenda, including Treasurer reports and Financial Statements from October 2022 to February 2023. Carried
5. Approval of Agenda, with additions of software purchase and Soccer.
 - Moved Judy. Carried.

Business

1. 2023 Budget approval
 - Moved Tanya to approve the 2023 budget. Carried.
2. Volunteer event
 - Committee formed to organize a Volunteer Event: Judy, Tammy, Suzanne, Sherry **Action:** Add to Items in Process list
3. Drafts of revised position descriptions
 - Building Monitor - add "check pilot light on stove" (should be off) Moved Erna to approve the Building Monitor position description as amended. Carried.
 - Event Sign Contact - Moved Erna to approve the Event Sign Contact position description. Carried.
 - Water System Monitor - still in draft form
4. Incident/Accident Report Policy and Form
 - Moved Erna to approve the Incident/Accident Report policy. Carried.
 - Moved Erna to approve the Incident/Accident Report Form. Carried.
 - Blank forms will be available on the Hall bulletin board; Judy will advise rental groups
5. Building Monitor Role
 - Erna and Tanya to develop a practice/procedure for tracking the money and report back at a future Board meeting.
 - Charge out at \$50/hour with all money to be donated back.
6. Outdoor Bulletin Boards

- Erna has organized the Outdoor Bulletin Board; see Policy and Procedures Committee report for details.
- 7. Items in Process List review and updates completed
- 8. AGM Preparation
 - Date for meeting package to be determined by Susannah/Nina
 - Sherry to count members at meeting
 - President's Report
 - Treasurer Report to be submitted for report; questions to be recorded
 - Auditor - motion to appoint auditor
 - Special Resolution - Erna
 - Nominating Committee Report - Elaine, Suzanne
 - Set up - 5:00 pm for chairs; Tammy will contact Ron for microphone setup
- 9. Social after AGM discussion
 - Sherry will host
 - Let Sherry know if you will attend by May 8; spouses invited

New Business

1. Accounting software purchase. Moved Elaine to purchase software needed for Treasurer and Bookkeeper up to \$600/year. Carried
2. Soccer - impromptu games as weather permits. Not seeking support from FBCA.

Meeting Evaluation

- Nice to meet in person
- Lots accomplished

Next Meeting: May 25, 2023

Adjournment: 8:54 pm