

FBCA Board Meeting

Minutes

April 25, 2024 7:00 pm via Zoom

1. Call to Order 6:58 pm
2. Attendance: Elaine, Dominique, Judy, Neville, Tammy, Tanya, Susannah
3. Absent/Regrets: Tanya
4. Approval of the Consent Agenda, including minutes of March 21, 2024 Board meeting and February 2024 Financial Statements. Moved Tammy to approve Consent Agenda.
5. Approval of the Agenda, with the addition of Hall Painting, April Governance minutes clarification. Moved Neville to approve agenda as amended. Carried.

Business

1. Notice of increased cleaner rates. Current cleaning rates will go to \$38.91/hour as of June. Tammy checked with another cleaning company with lower rates. Board would like to offer \$35. **Tammy will negotiate.**
2. Approve Tartan Window Cleaning estimate for roof cleaning
Moved Neville to hire Tartan Window Cleaning to clean Hall roof at a cost of approx \$880 plus GST. Carried. Neville to contact the company.
3. Financial Forecast
 - Questions for Tanya
 - Concerts YTD seems to reflect full year, not just Jan, Feb
 - Youth Events, Family Events - no amounts in Forecast, Dominique will make estimates
 - Memberships #s seems to be high for this year
 - **Dominique to investigate descriptions of "Holiday Events, Community Events, Youth Events"**
 - Monthly Website costs - where should that be listed?
 - Licences - does that include VIHA licence etc.
 - Moved Susannah to approve 2024 Operating Budget as distributed. Carried.
4. Update to Rental Agreement/AV Fees. Moved Neville to increase AV fees as described in revised schedule. Carried. **Neville to send to Erna for inclusion in Board Manual.**
5. AGM Readiness
 - AGM Package - reports to Susannah before May 10
 - Sound Setup - Mike Mesford

- Membership table - Sherry
 - Nominating Committee - two people are considering running for Director positions
 - Agenda - who will do what [floor rept - Alaine; election - Alaine and Suzanne; Spec Resolution - Tammy to ask Erna to lead]
 - Social - at Tammy's after; Susannah to invite: Kathryn, Erna, Wendy, Sherry, Lesley, Nina, Debby, Suzanne 6:30ish
 - Susannah to look after gifts and cards
6. Pickleball Request for outdoor court improvement
- Pickleballers to keep track of fees that are separated into money for outdoor court improvement
 - **Action: Ask for a proposal from Pickleballers regarding outdoor court improvement, after the AGM**
7. Standing Items:
1. Communications/Updates from Volunteers
 - Angela offered to be a contact to meet contractors etc. at the hall
 - Lions Club will be donating \$500 to the Kids Club
 - Volunteer List in Flyer - Alaine has a potential volunteer for the Summer Market
 2. Items in Process List updates
 - #13 Financial Forecast presented
 - #15 Draft of revised AV fees passed
 - ##33 Directors & Officers Liability form completed
 - #40 Thank you letter to FB seniors done

New Business

1. Hall painting
 - Moved Alaine to pay \$600 for painting the main hall before flooring goes in. Carried.
2. Clarification of Governance minutes. Susannah clarified questions regarding Governance minutes of April 2024

Meeting Evaluation

- Went well; stayed on point
- A lot to cover

Next Meetings:

- AGM May 16, 2024
- Board Meeting May 23, 2024 via Zoom

Adjournment: 8:44 pm