

DCLTA Board Meeting Minutes

Thursday November 4, 2021

Present: Stephanie Slater, Doug Olstead, Daryl McLoughlin, Debbie Frketich, Sue Hammell, Paul Beauchemin, Chris Wardman, Brad Hornick, Nancy Hoyano.

1. Approval of Agenda

- Add - Walter's invoice under Building Committee update.
- Agenda approved unanimously.

2. Approval of Minutes

- The minutes of the DCLTA Board meeting of October 5, 2021 were approved by email motion completed Oct.18.2021. Carried unanimously.

3. Financial report for October 2021 (Daryl)

- **Motion:** Daryl moved the acceptance of the financial statement for October 2021. Motion carried.
- **Task: Paul and Daryl** to contact Walter and get the spread sheet that was shown at the building committee meeting that will help in showing money owing and money spent.
- Update on bank signatories - Nancy forwarded the October board minutes with the motions appointing Daryl to the Treasurer role and naming him as the new signatory, Daryl has forwarded the necessary personal information to the CCCU. He will make an appointment with the CCCU for the final step.
- CMHC seed funding documents were signed and submitted.
- Carry forward - Revisit the biannual transfer from the rental account.

4. Board Business (Doug and Stephanie)

- If there is a concern with something, it is suggested that it be taken to the lead person for that area first. Board business (Stephanie and Doug); Logistics (Nancy); Finances (Daryl); Communications (Brad); Web stuff (Chris); Building committee (Debbie and Paul); Fundraising (Sue).

5. Pepper Lane business (Doug)

- By-law approval by the Ministry of Municipal Affairs - After some confusion over who might be approving the two by-laws, it was determined that they are likely a land use issue and remain with Municipal Affairs and not with the Attorney General's office, where Housing now resides. Since Sue contacted Derek Carter, Senior Executive Assistant, at the AG's office, he agreed to follow up with his colleague to see where it was stuck.

6. Communications (Brad)

- Brad showed us the thank you card and book mark design.
- Community newsletter - Brad presented a list of suggested topics and several of us will be responsible for writing a paragraph for a particular topic.
- **Task: fundraising summary and thank you (Sue, photos of John Mather from Paul), CMHC grant (Deb and Sue), Walter profile (Brad), Construction Management Co.**

(Brad), Chris Iliffe profile (Brad), schematic, Island Trust update (Doug), Introductory paragraph (Stephanie).

- **Task: Sue and Deb** to get a statement from CMHC approving what we want to say about their funding.

7. Fundraising committee (Sue)

- Increasing membership - contacting lapsed /expired members, will email a template and follow up with a phone call to encourage renewed membership.
- Establishing specifics of what we are raising money for - carry forward - will know more as building budgets unfold and we find out what BCH funding will provide.
- bricks/path - location from the houses to the school and through the school yard (Sue and Brad)
- Dinner party fundraisers - Stephanie is postponing her dinner party to the new year. It does not violate the Covid protocols when you have a small private dinner party in a private home with guests you have invited. Food safe is not required. It is the responsibility of the home owner to have the liability insurance. Brad is looking at having a dinner party before Christmas. He will talk to people he wants to invite to see if there is enough interest.
- Board social has been put off to the new year.
- Fundraising report accepted.

8. Building Committee update (Debbie)

- Construction co. interviews will be conducted Friday November 5, 2021.
- Engineering consultants - Paul reported that he is close to narrowing them down and will complete the task after the construction management company is selected as they may have people to suggest.
- Project time line - Brad reported on the time line which he had set up by themes. Various committee members are responsible for themes - to keep it up to date on google docs.
- **Task: Nancy** - defensible method for selecting contractors will be sent out with minutes to be approved at next months meeting.
- Procedure for dealing with invoicing - When invoices come from contractors, they go to Walter who will prepare (review and recommend, except his own invoice). This invoice will go to select members of the building committee for approval, any two of the three signatories can sign the cheque (Daryl/Doug/Virginia).
- When Walter invoices us for his work it will go to Daryl and Doug to review and sign off on for payment. **Task: Daryl** to follow up with Walter regarding invoicing and payment.
- **Task: Doug** to request a clean copy of Walters contract.
- Re: CMHC - Our contact, Christie Chesney, has gone on mat leave and is replaced by Elizabeth.
- Simon Palmer has suggested that Denman Green and DCLTA get together to talk about what we are each doing with an aim to see how we can work together in the future. It was agreed that DCLTA is open to an initial conversation. **Task: Debbie** to follow up.
- Building committee report accepted.

9. Other/new business

- It was noted that the DCLTA website does not have a link to the Pepper Lane website. Chris reported that he is updating the old site and will fix this as part of update.

10. Next meeting date and location

Dec. 2, 2021 4 pm at the United Church

It has a large room where we can meet properly distanced, it has an updated HVAC system, Masks and proof of vaccination required.

Adjourned 5:30