

**DCLTA Board meeting  
December 7, 2023**

**Minutes**

In attendance: Paul Beauchemin, Debbie Frketich, Sue Hammell, Nancy Hoyano (zoom), Daryl McLoughlin, Christopher Porter, Dave Ricketts (zoom), Stephanie Slater, Chris Wardman, Pam Willis.

**1. Approval of agenda.**

- Add under 5. D. New board member. Agenda approved with addition.

**2. Approval of minutes of November 2, 2023**

A. Motion to approve minutes of November 2, 2023. Moved Stephanie. Passed.

B. Actions arising from minutes

- Pam to consolidate Abbeyfield info for the board. - in progress
- Chris W to look into Fair B and B. - in progress
- Stephanie has contact info and will set up a meeting for her and Daryl with Vancity - see financial report. Completed
- Discuss further the requirement for a phase 2 environmental site investigation - moved to Working committee report - Denman Grey.
- Get the standards CSR interpreted - table until we hear from Envirochem - working committee - under Denman Grey.
- Arrange for a conversation with Frank Rizzardo re the environmental requirements - completed.
- Stephanie to prepare a Flagstone article to include the directors report, info about land trusts, and ask for money. Send the article to the Flagstone - Completed.
- Nancy/Chris W to Email the doc prepared by Stephanie to members - Nancy to re-send - add weblink.

**3. Treasurer's report**

A. Treasurer's report

- Treasurers report circulated by email. Thanks to Virginia McCuspic for her work maintaining the books. Please submit in-kind receipts.
- Setting up an account with VanCity with Stephanie, Nancy and Daryl as signatories. Nancy deposited a cheque for \$130,000. \$100,000 came from our cashable savings at Coastal Community Credit Union and \$30,000 returned from Denman Green.
- Email Motion: Moved that the Denman Community Land Trust Association (DCLTA) approve: Stephanie SLATER, Nancy HOYANO, Daryl MCLOUGHLIN, as authorized signers on the Vancity account and that transactions will require 2 authorized signers to approve/sign the transaction. Passed by email on November 16, 2023.**

#### 4. DCLTA business

##### A. Meetings and correspondence

- i. Stephanie met with Celia Wando, Canadian Nation Land Trust Network (CNLTN). She was interested in learning about our organization.

##### B. Working committee report (Debbie)

- i. Denman Grey project - Due diligence.
  - Water - currently running a flow test for the Emcon well which appears to be the most likely source of water for this project. Also assessing salt content as part of the test. This will give a good indication of the adequacy of the well for the project purposes. The 72-hour test will be conducted the week of Dec.18, 2023. We will need to test again during the drier season to confirm the adequacy of the well. The hydrogeologist is optimistic about the adequacy of the water.
  - Wastewater (Septic) - a raised bed type septic system (similar to the adjacent medical centre) will likely be required for the site. It appears that the works yard does not have a septic system for their limited use. If we continue to develop this site we will have to accommodate the works yard septic needs on our portion of the site or construct a small new system on the works yards portion of the site.
  - Islands Trust- Marlis McCargar is the current planner assigned to our project and Denman generally. We are trying to set up a meeting with her to explore what the process is for rezoning and subdivision given the likely need for a Phase 2 Environmental Assessment.
  - Environmental Assessment - Emcon does not want to have a phase 2 report done for the works yard portion of the overall site because it may trigger remediation and be attached to title. They do not want to compromise their agreement with Mainroad. DCLTA will need to meet with the Ministry of the Environment (MoE) to request that any environmental assessments be completed on the donated portion of the property only. Next step - find out who to meet with within the MoE. Current Environmental suggested other consultants for phase 2, ex. Trillium out of Duncan, Envirochem. If there is soil contamination it would mean digging it and moving it or completing a risk assessment. This is the critical piece that could be pivotal in our ability/ decision to go ahead.
  - **ACTION: Sue will talk to Minister level people after we have spoken with the Islands Trust.**

##### C. Board Roles/Committees

###### I. Definition/role descriptions

- Co-chair - Chair provides leadership. **ACTION ALL: talk to Stephanie before the next meeting if you are interested in standing for co-chair.**

- Treasurer - works with the bookkeeper who maintains the books; makes sure bills get paid; manages cash flow; provides financial oversight; render financial statements to the directors, members and others when required.
  - Secretary - as per the constitution and by-laws - conduct the correspondence of the Society; issue notices of meetings of the Society and directors, including the AGM; keep minutes of all meetings of the Society and directors; have custody of all records and documents of the Society except those required to be kept by the treasurer; have custody of the common seal of the Society; maintain the register of members
- II. Working committee/chair - beneficial because we are a working board, inform and guide the work of the board, arrange WC meetings and assign recorder, keep committee on task, report on the work of the committee, bring forward motions, assist with fundraising. Note: see Terms of Reference.
- III. Fundraising committee - a leadership committee that sets financial goals, collects and develops and prioritized fundraising ideas, and puts them into action. Can enlist community members to help with the work, particularly around individual projects.
- IV. Other possible roles/committees - Land Acquisition committee, Membership, Research and Education

D. New board member – deferred

## 5. Fundraising

### A. Fundraising Brainstorming

- Direct ask to individuals or businesses, have a target, project focused, year end
- House concert - music, bar, raffle (requires a license), cost to attend.
- Speaker series or one off
- Jewelry sale
- Challenges - ex. Pledges for walking around Denman
- Dances - on a theme
- Dares??
- Yard sale
- Membership drive
- Pub night
- Foundation applications
- Grant applications
- Real estate voluntary % donation - revive Brad's idea
- Legacy donors (bequest in a will) - wills and estates - Noel Villard, speaker
- Monthly newsletter with an ask.
- Ask R and W's to donate proceeds from one event - **ACTION: Grumpy to bring this forward to the Readers and Writers.**
- Joint fundraising with DG

- Social enterprise - to working committee
- Increase our profile while the project gets up and running with a newsletter, or presentation on land trusts and the possible models.

#### B. Calendar

- January - newsletter launch - about land trusts
- February/March - House concert with singer, Jeff Honsinger, at Sue's house, set a date, determine how to sell tickets (print the number, we each sell a few).
- April - Land Trust Education talk (Stephanie) -
- May - Sept - market and draw prizes (need a new display and signage)
- September - AGM and education presentation
- October - House concert with Mike.
- November ?
- December - jewelry sale, membership drive.

#### 7. Next meeting dates -

- Board meeting - Thursday Jan. 4, 2023 10 am
- Working committee Dec.14, Debbie's home