



Event: Board Meeting Minutes

Date: Tuesday Oct 18th, 2011

Location: Sunshine Coast Golf Club

Attended by: Clark Hamilton, Lance Sparling, Darnelda Siegers, Dennis Olson, Doug Spani, Gina Stockwell, Chris Moore and Lisa Williams (recorder)

Regrets: Doug Saunders

Time: 8:05am – 10:05am

Absent: Garth McKeil

I. President's welcome

a) Selection of meeting chairperson - Darnelda Siegers

b) Review and approve June 21/11 minutes moved by: Lance second by: Gina

c) Review and approve Oct 18/11 agenda moved by: Lance second by: Gina

d) Approved new members – Community Futures, Capilano University, Sunshine Coast Community Services Society, Talbot Insurance Services, R&T Jones Home Improvement (Rona), SC Tourism, Coast Housing Society

e) Correspondence received for discussion:

- DOS bio-waste committee appointment request - CCBA will submit 3 names for consideration for this appointment, Clark Hamilton, Doug Spani and Dennis Olson
- Hammy McClymont - regarding Gospel Rock - this letter was received as FYI as it was not clear what was expected of the board. Lisa will follow up with Hammy to see what if anything was expected from CCBA
- Age Friendly Communities – Andre Boel - two questions came up regarding the video being shot in the near future Doug Spani asked “what is the purpose of the video and who will see the final product?”. Lisa will follow up with Andre to get the answers to these questions and report back to the board as soon as possible. As for participating in the video Lance suggested we contact Bev Nielson to represent CCBA views as she has the background knowledge appropriate for this task. If she is unable to participate then Clark or Chris will participate on behalf of the CCBA

II. Old Business

a) Meeting with DOS staff – The board is interested in moving forward with this meeting but feel right now, due to the upcoming elections, that right now is not a good time to fit this in but they would like to make it happen as soon as possible. Lisa will follow up with Connie at the District of Sechelt to set up a meeting with Mayor and staff mid-January.

b) New member packages – Lance was unclear as to what our new member packages consisted of and there was discussion around the table suggesting what should be in that package. Lisa suggested that we follow GVHBA's example and provide a similar package. Lisa will create a complete package for review at the next board meeting

c) Contract with Jane Hopkins - Lance moved to receive and approve the contract as submitted, seconded by Clark. Motion to accept approved. Clark asked Lisa to follow up with Jane for her signature on the CCBA copy before filing

III. Ongoing Business

a) Strategic planning next step – branding meeting with Greg Latham – who and when? - Lance requested that we refer this to Doug Saunders for action as it falls within his responsibility as Communications/Marketing chairperson. As Doug was not present at this meeting Lisa will contact Doug to notify him that action is needed to complete this task

b) Strategic planning report – Lance requested that we have a summary the objectives on all future board meeting agendas so we can see them and the progress of each. Darnelda noticed that the current agenda was laid out showing the champions of each objective and suggested that it would be best to combine the two for the convenience of reading.



IV. Committee Reports

a) Affordable housing – Clark has been in discussions with Sue Jackel of SC Housing and SCRCD director Gary Nohr regarding our individual efforts on this topic and express our interest of taking a leadership role in this area. Chris added comment that the CCBA is making headway with local government and would like to see us continue moving forward with the help of Clark and Jane Hopkins now that she has been contracted to represent CCBA's position. Doug and Clark will continue to actively participate by meeting with politicians and government staff and report back to the CCBA with updates.

b) BTC magazine – Chris stated the next issue is at the proofing stage and the goal is to have it out by the end of the month. He also suggested that due to the amount of work required to go into creating the magazine that more help is needed and has asked Lisa to send out a request to the membership looking for volunteers to help with article writing, photos, editors and coordinating tasks to help share the load. Current Chris, Gina and Clark sit on this committee but with all the other committee work they are doing it is challenging to carry the workload without help. This magazine is our voice in the community and it needs a group of people to help it continue to grow that voice. Darnelda asked if we have a written agreement with our partner Stefanik Marketing and what exactly does it show regarding responsibilities and expectations. Chris said we do have a letter of intent and he will get it to Lisa as soon as possible. Darnelda suggested for CCBA's protection we should review the document and make sure it clearly states our responsibilities.

c) Communications/marketing – Doug Saunders was absent from the meeting so there was no discussion on this item

d) Education/partnerships – Doug Spani reported that he has contacted BCIT, Capilano University and 2 out of 3 high schools on the coast regarding trades programs they may be offering and found out that Cap U is not planning on providing any trade courses until at least 2014 and currently none of the high schools have any programs relating to the trades. He will continue pursuing this with other universities and colleges from the Lower Mainland and Vancouver Island to see what we can do for with the objective to provide education and training through the CCBA. Doug suggested that we have two educational tracts to consider, one directed at the educators themselves - what do they need to know and the second, directed at the students - what do they need to know about the industry here?

There was a brief discussion about the Bladerunners program currently offered in Sechelt with program director Jason Scott. Darnelda and Lisa shared details regarding a meeting they had with Jason late Sept. The general feeling around the table was we could support this program. Lisa mentioned that she received an update from Jason that the participants have chosen the industries they would like to experience and that she will liaison between the Bladerunner participants and CCBA members to help with the process and provide our members with more information to help them with their decision to participate.

c) Financial – Lance started with a discussion around the buddy system identified at the Strategic-planning meeting as something we want to create to stay in touch with the members. A list of delinquent members was provided and individual members of the board made a commitment to contact and connect with those members. Lisa will email the board members as soon as possible with this information including contact info to make this happen

- 2012 proposed budget was circulated and received as a reasonable budget for the upcoming year and asked Lisa to work with Cobi from the Coast Group to flush out the details
- Proposed schedule of accounts - was not discussed and has been tabled until the next meeting for review

d) Governance – Gina started her report with concern around errors & omissions and general liability insurance protection for the CCBA. In light of the leadership role that the CCBA is taking around controversial topics on the coast she felt it was important that we protect ourselves against possible retaliation from the general public. We have been in contact with member Laurie Talbot of Talbot Insurance regarding this need but we haven't received a quote to consider. She felt that it is vital to have this in place before the next issue of the magazine goes public and the general feeling around the table agreed with this. Lisa will follow up with Laurie and look into other sources to find what we need to have this in place. The board approved to spend up to \$2000 on this insurance need. Moved by Lance, seconded by Darnelda

- Director's E&O insurance - a quote for director's insurance with limited E&O coverage was submitted by Talbot Insurance for 2mil coverage at \$970/yr. but this is missing the full coverage required that we are looking for. It will be kept on file for consideration



- e) Home Show – Dennis asked for help to find a suitable chairperson for this event and a few names were put on the table for consideration, Dennis will contact these people. There was discussion around remuneration for this task because it is such a big and important event that contributes to the success of the CCBA. Dennis brought up the thought of putting on a two day instead of one-day event. Darnelda asked what the cost would be of adding another day and requested that we look into this before making a decision. Clark requested that we give Patrick Tasci the right of first refusal regarding sound set up at the next show, everyone agreed.
- f) Marine Access - Chris did not have much to share on this item at this meeting
- g) Membership – Darnelda did not have much to share due to the earlier discussion around membership and fees but spent most of her time discussing special events.
- h) Special Events – Darnelda shared the proposed calendar of events that she and Lisa had prepared for this meeting. There was a lot of discussion around dates for spousal events, municipal staff and builder updates and the AGM and although the over all calendar of events was well received the board felt a few events needed the dates changed and resubmitted for approval. Lisa will contact venues to make sure we can make the recommended adjustments and report back to Darnelda as soon as possible.
- Calendar of Events - needs to be revised and confirmed before sharing

V. New Business

- a) Business cards - Lisa suggested that we have business cards available for the networking opportunities we attend so we can invite guests to join the group and attend events. Gina requested that we have 3 quotes before ordering cards and the board felt that only Lisa required cards at this time and that they will use her cards as handouts when networking and inviting guests to our events.
- b) Purchase external hard drive for CCBA files - The board approved the purchase of an external hard drive for the purpose of keeping CCBA electronic files and documents together in one location. They approved spending up to \$130 to purchase the hard drive. Moved by Darnelda and seconded by Lance
- c) Sublet office space for CCBA business operations - a last minute change in plans by Lisa took this off the table. She suggested that the space she is looking at renting for her business would not provide the CCBA with proper exposure at this time. No action was required for this item
- d) Bladerunners request - This was discussed earlier, see the discussion on education/partnerships for details
- e) Next meeting date is **November 15th 8-10am**

VI. Meeting adjourned at: 10:05am

Respectfully submitted by: Lisa Williams