

McKenzie Towne Council  
Tuesday, February 21, 2017  
Board of Directors Meeting @ 6:00 p.m.  
McKenzie Towne Hall  
MEETING Minutes

Attendance:

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Attendance: Roger Doucet, Rob Van Gastel, Janise Bachler, Preston Thirwell, Ute Davis, Jackolynn Coughlin, Jessica Smith Via Phone, Rick Leigh, Malik Amery, Shawn MacDougall

Regrets:

Laura St. Croix, Brian Henderson,

1. Call to Order 6:01
2. In Camera 603
3. Open Meeting (710pm)

**Motion:** To approve the minutes of the January meeting circulated by email.

Moved By Jackolynn Coughlin Seconded by Ute Davis

**Carried.**

4. Introductions & Attendance
  - a. Sami Amery Present
5. GM Report —
  - a. Fee Collections – update from Sami Amery 70 left on payment plans none in the 2 year bubble
  - b. Staffing – Event Coordinator Departure Brit gave notice departure date of April 21
  - c. Good Food Box – next order by March 7 noon, deliver for March 17 (currently 12 boxes ordered in February) 12 boxes first round without advertised New brighten has 70
  - d. Communication Department – Communication Strategy changes and amendments
    - i. Com strategy not finished, Sami to get Dan to deliver in 2 weeks
  - e. IVRNet Update – Sami and Rob
    - i. Launched registration today for spring, system is now down as it was charging incorrect, thus everything now has to be done by phone
    - ii. Sami to look at activenet instead of Ivernet
6. Discussion and Report on Bookings
  - a. Discussion about fee structure
  - b. Problem with a dramatic drop in rental revenue
  - c. Discussion on how to increase rental income

- d. Key is customer service

**Motion:** We must have greater advertising and marketing of bridal packages and produce a wedding package of \$850 for members and \$1000 for non-members all inclusive until fiscal end May 30

Moved by Rob Van Gastel, seconded by Janise Balcher

**Carried**

#### Committee Reports

- e. Executive Committee – Corporate and Strategic Planning
  - i. Announcement of GM – motion “To offer Sami Amery the position of General Manager effective February 13, 2017”

**Motion:** to approve Sami Amery 110 hours of lieu time at admin rate of pay to pay out over time earned pre Jan 1 2017

Moved by Rob Van Gastel Seconded by Jackolynn Coughlin

Abstained: Malik Amery

**Carried.**

**Motion:** To offer Sami Amery the position of General Manager effective February 13, 2017

Moved by Rob Van Gastel Seconded by Roger Doucet

**Carried.**

**Motion:** No employee or board member can be in direct supervision of a family member

Moved by Rob Van Gastel seconded by Janise Balcher

**Carried.**

#### Discussion on checks and signing authority

- f. Finance/HR/IT
  - i. June – January Financial Reports Update
    - 1 Expenses are on track
    - 2 Audit will be in august
    - 3 6 months without a financial statement due to ivernet issue
  - ii. Financial Update- year to date expense update by Malik Amery
    - 1 Expenses revenue are accurate, programing and rental is very down
    - 2 Some savings because instructor costs have also decreased
    - 3 3 recent accidents a slip and fall, Gater, plus accident with a truck

- g. Operations – Brian to provide report
  - i. None
  - ii. Flooring in the basement
    - 1 Still needs to be done March April
    - 2 We need quotes based on our best needs

**Motion:** to extend the meeting by 10 minutes

Moved by Malik Amery Seconded by Rob Van Gastel

**Carried.**

7. Prestwick Common – Update

- a. DP not yet in place 2 missing docs, need the DB before we can get the BD
- b. Planters we can get pre cast for about \$2500 per unit
- c. Rob to sign off on contract with eagle builders,
- d. We want the stamped moulds with brick facing
- e. Grant proposal has some missing documents
- f. Thanks to Tims for pop up Prestwick Launch Party

8. McKenzie Towne Community Association – update: no update

9. Other Business/ New Business Arising

10. Next Meeting Dates

March 7, 2017 (Strategic Planning), March 21, 2017, April 18, 2017, May 16, 2017 (Budget Final)

11. Adjournment

Motion to adjourn

Roger Doucet