

McKenzie Towne Council
Tuesday, January 17, 2017
Board of Directors Meeting @ 6:00 p.m.
McKenzie Towne Hall
MEETING AGENDA

Attendance:

Attending: Rob Van Gastel, Laura St. Croix, Brian Henderson, Preston Thirlwall, Jessica Smith, Shawn MacDougall Via Phone, Ute Davies, Roger Doucet, Rick Leigh Via Phone, Jackolynn Coughlin, Malik Amery,

Regrets: **Margaret MacPherson**

1. Call to Order 6:00
2. Intro: Janice Belcher asking to join the board
3. Open Meeting (6:45pm)
4. Approval of Minutes from previous monthly meeting – circulated by email

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

Moved By Ute Davis Seconded by Brian Henderson

Carried.

5. Introductions & Attendance
 - a. Sami Amery, Daniel Santiago communications and Marketing, Scott Reid resident in good standing
6. GM Report —
 - a. Fee Collections – update from Sami Amery
 - i. 70 in collections, 5 on payment plans, 4 on 2 yr. limit to commence court action
 - b. Staffing – Changes have occurred and communicated to the board by email
 - c. Facilities and Amenities – Basement Reno Ideas; Brian Henderson and Opps report
 - i. Chair
 1. 2 rooms which could be used for rental space other than gym
 2. Larger room mirrors for dance plastic mirror for lower costs 2500 plus soft floor 14-15 grand
 3. Smaller room and hallway and bathroom 12000 for laminate floor
 4. Total 50000 for renos
 5. Doing one room would help with improving programing

Motion: To allocate up to \$20 000 for basement refurbishment from reserves, opps committee to create formal plan and formal costing of the Large Room

Moved by Malik Amery seconded by Preston Thirwell

Carried

- d. Good Food Box – update from insurance provider, see attached email
 - i. no additional costs to MTC to run this program

Motion: to go ahead with the good food box.

Moved by Jackolynn Coughlin seconded by Malik Amery

Carried

- e. Communication Department – Go Forward Plan, changes to reporting structure with no impact to job portfolios
 - i. Further meeting upcoming
- 7. Committee Reports
 - a. Executive Committee –
 - i. Strategic Planning meeting required according to the bylaws
 - 1. March 7th strategic planning date set.

MOTION: "In the absence of the GM the three business unit heads, as defined by McKenzie Towne Policy, will continue to be responsible for their business unit and when an issue arises, concerns will be brought to the President of MTC. All policies relating to GM Approval or oversight will refer to the President until February 21, 2017, with the exception of payroll approval which will be directed to the Treasurer."

Moved by Malik Amery Seconded by Laura St. Croix

Abstain: Rob Van Gastel

Carried

- ii. Communications Plan – see attached go forward strategy completed by Dan
 - 1. Dan Santiago Presented plan
 - a. Plan circulated by email
 - b. Discussion and questions to Dan about the plan
 - c. Rob will Discusses with Dan to improve the plan based on feedback from the board
 - b. Finance/HR/IT
 - i. June and other monthly financial reports will be completed very soon
 - 1. Still working with Ivernet
 - 2. They are Updating their reporting, still working on making sure the reports are accurate
 - 3. Trending below budget on expenditures
 - 4. Benefit costs are increasing to staff
 - 5. To date we are at \$105,000 on Prestwick common
 - 6. General programing number as of January 13th we are revenue of \$52 000 we budgeted \$170 000 thus huge shortfall in rentals and programing
 - ii. Recruitment of GM
 - 1. Interviews next week
 - 2. Shortlist from 6 to 2 than 2nd interviews, committee to pass names on to Rob Van Gastel for formal job offer
 - iii. Financial Update
 - c. Policy – no update
 - d. Operations Brian Henderson to send out report
8. Prestwick Common – Update on permit status and any future concerns

- a. Conditional approval of the Development Permit with 62 conditions
- 9. McKenzie Towne Community Association –No update (no rep present)
- 10. Next Meeting Dates
- 11. February 21, 2017, March 21, 2017

Motion: to accept Janice Belchler as a resident director
Moved by Rob Van Gastel Seconded by Malik Amery
Carried

- 12. Adjournment

Motion to adjourn Moved by Shawn MacDougall