

McKenzie Towne Council

Tuesday, April 18, 2017

Board of Directors Meeting @ 6:00 p.m.

McKenzie Towne Hall

MEETING Minutes

Attendance: Roger Doucet, Rob Van Gastel, Preston Thirwell, Jackolynn Coughlin, Jessica Smith, Rick Leigh, Malik Amery, Shawn MacDougall, Margaret MacPherson

Regrets:

Janise Bachler, Ute Davis,

1. Call to Order 608
2. In Camera
3. Open Meeting (6:30pm)
4. Approval of Minutes from previous monthly meeting – circulated by email

Motion to approve Minutes

Moved by Jackolynn Coughlin Seconded by Shawn MacDougall

Carried

5. Introductions & Attendance
 - a. Sami Amery in attendance
6. GM Report — (see attached document)
 - a. GM report
 - i. Fee Collections – update from Sami
 - ii. Staffing – Continued resizing of the business, bookkeeper instead of admin position 30000 plus benefits costs savings, auditor approved
 - iii. Not replacing events and admin, duties passed along to other people
 - iv. Looking at new ways to drive business ie new ads
 - v. Good Food Box – next one is order by April 18 noon, deliver for April 28 (17 boxes ordered in April)
 - vi. Communication Department – Communication Strategy changes and amendments
 - vii. Plan was good implementation plan was weak
 - b. Ivrrnet Update – Sami and Rob
 - i. Discussion and Report on Bookings
 - c. Preswick Common
 - i. Demolition permit obtained
 - ii. GLVT on site tomorrow for markings
 - d. Step grant 12000+ funding for 2 positions
 - e. Financial numbers are looking good

Motion: to form a committee for the 2017 stampede breakfast: Malik, Shawn, Preston, Jessica, Margaret, Rick Jackolynn

Moved by Roger Seconded by Jackolynn

Carried

- f. Ivynet
 - i. Must be fixed and get the reporting working properly
 - ii. Shawn to look at potential replacement for Ivynet with Preston

Motion: to investigate ERP Enterprise resource Plan solutions that meets the requirements of MTC.

Moved by Malik Amery Seconded by Preston Thirwell

Carried

7. Committee Reports

- a. Executive Committee –
 - i. Strategic Communications Plan pushed to next meeting
- b. Policy – no report
- c. Finance/HR/IT
 - i. June – January Financial Reports Update and Approval (see attached to Board package)
 - ii. Financial Update- year to date expense update by Malik Amery
 - iii. March report short on program and rental, but rental has improved in last 60 days
 - iv. Target of 80 for rentals for next year
 - v. Programing short but it is a valued added service
 - vi. Budget shows 9000 below net income expected
 - vii. Prestwick common at 252000 this year out of operations

Motion: to Approve financials presented by Malik

Moved by Malik seconded by Roger

Carried

- d. Operations –
 - i. Work on basement to begin in June three quotes needed to make sure the common scope on all aspect of the process

Motion: Operations committee members Jackolynn, Malik, Preston, Rick

Move by Roger seconded by Shawn

Carried

- 8. Prestwick Common – Update from President
 - a. Behind schedule
 - b. See updated schedule
- 9. McKenzie Towne Community Association - update no report
- 10. Other Business/ New Business Arising
- 11. Next Meeting Dates
 - May 16, 2017 (Budget Final), June 19, 2017

Adjournment

Motion to adjourn Roger Doucet