

FGCA Board Meeting

**MINUTES**

September 11, 2023

Fairfield Community Place  
1330 Fairfield Road  
7:00pm – 9:00pm

**WELCOME & ACKNOWLEDGEMENTS**

7:00pm

1. Land acknowledgment by Quinn Fletcher
2. Community Voices
  - 2.1. Jason Youmans, Wiser Projects and Brendon Neilson, Anglican Diocese of BC
    - 2.1.1. Forthcoming rezoning application including access to green space, preservation of heritage buildings, creation of housing, seismic upgrading. Information sessions planned for September and October, including CALUC meeting Joanna is organizing.
3. Welcome prospective Board Member James Coccola
4. Call to Order. Establish Quorum (7/12)

**ACTION ITEMS / CITY COUNCIL**

7:16pm

5. Review action items from last meeting
  - 5.1. Anna will connect Ian with Carrie through email. Complete.
  - 5.2. Carrie will follow up with Shannon and Alan as well as Matt Dell. Complete.
  - 5.3. Ashely to connect with Governance committee to create a framework and plan for Board discussions re: survey outcomes to be discussed at length at the September meeting. Paused.
  - 5.4. September board reports to be provided electronically only. No time for discussion will be provided at the September meeting.
  - 5.5. Anna to respond to GNA regarding their request. Complete.
6. Council Liaison and City Staff Q&A – City Neighbourhood Team

**CONSENT AGENDA**

7:35pm

Any items to be removed from the consent agenda for discussion?

7. Confirmation of Agenda
8. Adopt minutes of July 10 board meeting

## 9. Approval of new members

Motion to approve the consent agenda: Move: Carrie. Second: Philip. Carried

<b>REPORTS</b>	7:40pm
----------------	--------

## 10. Committee Reports (including overview of committee by each chair)

### 10.1. Executive Director's report

10.1.1. ED Hiring Update – New co-ED resigned for personal reasons prior to formally starting. Vanya will cover both roles while recruitment is underway so to free up capacity the Board will focus on core business until the position is filled.

### 10.1.2. Fall Fairfield September 24

- Board volunteers requested to staff FGCA booth: Quinn, Anna, Don, Mandy and Carrie volunteered.
- Action: other interested volunteers to contact Vanya.

### 10.2. Finance Committee

10.2.1. Are there any outstanding bills? None

10.2.2. Philip has agreed to stay on as Treasurer during the ED recruitment hiring process and while a replacement Treasurer is recruited.

10.2.3. Will convene a Finance Committee meeting prior to the AGM to review the auditor's report.

10.2.4. Next meeting: TBD

### 10.3. Executive Committee

10.3.1. Next meeting: September 25, 5:00 pm

### 10.4. Governance Committee

10.4.1. Work is paused to reduce capacity pressure.

10.4.2. Next meeting: TBD

### 10.5. CALUC

10.5.1. Met in July. No meeting in August as there were no requests.

10.5.2. Committee has adjusted process to also provide written reports when CALUC does not have comments/concerns.

10.5.3. Committee invites new members.

10.5.4. Next meeting: September 25, 7:00 pm

### 10.6. Neighbourhood Improvement Committee

10.6.1. Work on BC Transit area plan underway.

10.6.2. Exploring a placemaking and urban canopy project.

10.6.3. Committee invites new members.

10.6.4. Next meeting: September 18, 6:30 pm

### 10.7. Place and Programs Committee

10.7.1. Next meeting: TBD

10.8. VCAN

10.8.1. Recruitment for executive positions underway.

10.8.2. Next meeting: September 27, 6:30 pm

10.9. Communications consultant working group

10.9.1. Paused over summer and now for capacity.

10.9.2. Next meeting: TBD

Motion to accept all reports. Move: Philip. Second: Quinn. Carried.

<b>NEW BUSINESS</b>	8:06pm
---------------------	--------

11. Incoming Board Correspondence

12. AGM & Board of Directors Nomination Forms

12.1. AGM will be on October 24 at 6:30 in the Garry Oak room.

12.2. Board members to advise Vanya regarding intention to stay on the Board and in committee positions.

12.3. Board members standing for election to complete nomination forms and submit to Vanya at least five business days prior to the AGM.

13. Confirmation of August 30, 2023 email motion to appoint the firm of Lee & Sharpe Chartered Professional Accountants for the 2022-23 fiscal year. Move: Don. Second: Caitlin. Carried.

<b>MEETING CONCLUSION</b>	8:17pm
---------------------------	--------

14. Summary of Action Items from this meeting.

14.1. Any additional board members who would like to volunteer for the FGCA booth at Fall Fairfield to contact Vanya.

14.2. Board members to advise Vanya regarding intention to stay on the Board and in committee positions.

14.3. Board members standing for election to complete nomination forms and submit to Vanya at least five business days prior to the AGM.

15. Next Board meeting: October 2, 7:00 pm

Annual General Meeting: October 24, 6:30 pm

Motion to adjourn. Move: Don. Second: Mandy. Carried.

**ATTENDANCE**

Meeting Calendar	2022		2023								
	Nov 7	Dec 5	Jan 9	Feb 6	Mar 6	Apr 3	May 1	Jun 5	Jul 10	Sep 11	Oct 2
Anna Phelan	X	X	X	X	X	X	X	X	X	X	
Ashley Fernandes	X	X	X	X	X	X	X	X	X	X	
Bianca Wallace	X	X	X	X	X	X	X	o	o	X	
Caitlin McGuire	LOA	LOA	LOA	X	X	o	X	X	X	o	
Carrie Fuzi	X	X	o	X	X	X	X	X	X	X	
Desiree Neufeld	-	-	-	-	-	-	-	-	-	X	
Don Monsour	X	X	X	X	X	x	X	X	X	X	
Joanna Fox	X	X	X	o	X	X	X	X	X	X	
Mandy Leith	-	X	X	o	X	X	o	X	o	X	
Philip Sawkins	X	X	o	X	X	X	X	o	X	X	
Quinn Fletcher	X	X	X	X	X	o	X	o	X	X	
Scott Davis	X	X	o	X	X	X	X	X	o	X	
<b>Staff</b>											
Kristina Wilcox	-	X	X	X	X	X	X	X	X	LOA	LOA
Vanya McDonell	X	X	X	X	o	X	X	X	o	X	
<b>City Reps</b>	1	1	2	2	2	2	2	2	1	1	
<b>Public</b>	1	-	1	2	1	1	1	2	3	4	