

Blackburn Community Association
Meeting Minutes
February 20, 2020 7:30 pm
Bearbrook Retirement Residence, Games Room

1. Call to order 7:39pm
2. Approval of Agenda
3. Minutes from previous meetings Chelsey Patrick Carried
 - November 21, 2019
 - Motion to approve by Chelsey Wynne. Seconded by Patrick Phillips. Approved.
4. Motion to approve Director Zack Jackson by Kiel Dixon. Seconded by Chelsey Wynne. Approved.
5. Motion to approve Director Daniel Gosson by Kiel Dixon. Seconded by Chelsey Wynne. Approved
6. BCA Board meeting locations (Mark Lister)
 - We can move to a different venue at any time. If anyone has concerns about meeting at Bearbrook Residence, feel free to raise them and we will look at an alternate venue.
 - Advantages: the venue is free and comes with free Tea, Coffee and Cookies; the acoustics are better; provides us with 7 additional nights for the Hall to be rented out.
 - Limitations: if the elevators are out of service, the space is not accessible; there is limited parking on-site; the location is off limits if there is an illness outbreak.
 - At the next meeting we will hold a discussion on Hall rental rates and availability for BCA events. Chelsey Wynne and Kendra Brett will be leading the review with assistance from Auramarina Sawyer and other Board members.
7. 2019 Financials and CRA update (Mark Lister)
 - The 2019 financials do not include Funfair expenses and revenues. Brent, will work with the Funfair treasurer to supply the BCA with copies of Funfair financial information.
 - We will be hiring a bookkeeper to help assemble the overall BCA Financial information including the income and expenses for the Funfair and Cancer Chase events.
 - Kiel Dixon motioned to permit the Executive to engage a Bookkeeper and an Auditor in order to prepare the information needed to submit our CRA documentation. Seconded by Patrick Phillips. Approved.
 - Kevin White will determine if we have discounted access to quick books online.
 - Kiel Dixon motioned to approve the 2019 financial statements. Seconded by Ian Chamberland. Approved.
8. Arena Construction and Storage (Ian Chamberland and Brent Lawrie)
 - Construction starts in March/April. When it is finished, we will have space where the dumpsters are currently located for our own permanent storage. We need to form a BCA committee to work out what storage we will need and the best options to meet our

needs. The storage would be built/dropped on site after the 2021 splash pad construction is finished.

- We need to empty the Arena lockers and container starting this weekend. Brent is looking for volunteers to help this Sunday and next Sunday. Other groups who use the Arena space (Garden Club and Women's Softball) will also need to use our storage as we share space with them. For the short term we will store everything in the Norman Johnson warming huts. Once the snow melts, we are looking to purchase a second 20' shipping container and rent space to store it at Just Foods. After the Arena and Splash Pad construction is finished, the container would move behind the Arena next to our existing container.
- The Electrical equipment will be moved to the Hall Storage locker. The Trailer and plow will be moved to the garage of a generous citizen. Equipment that we need for winter events (such as the BBQ and signs) will remain in the Norman Johnson Warming Hut. Everything else will be moved to the container at Just Foods.
- We also need to inventory what we need to store so that we can determine how much space we need long term.

9. Roles and Responsibilities (Mark Lister)

a) Director Portfolio's

- Environment: Kendra Brett
- Parks & Rinks: Zack Jackson
- Communications: Daniel Gosson, Patrick Phillips & Nina Ryan (exact roles TBD)
- Website Administration: Kevin White
- Facilities and Operations: Brent Lawrie
- Community Liaison (interface to other organizations): Kiel Dixon
- Transportation and Community Safety: Don Kelly
- Youth: Vacant
- Membership: Satinder Sahota

b) Community Chairs

- BANAR: Evelyn Budd
- Seniors: Melissa Cinquino
- Beautification: Ian Chamberland

c) Events

- Fun Fair: Ian Chamberland
- Canada Day: Chelsey Wynne
- Cancer Chase: Don Kelly
- Hockey Day: Mark Lister and Zack Jackson
- Pot Luck Dinners: Auramarina Sawyer
- Santa's Pancake Breakfast: Chelsey Wynne
- Volunteer Appreciation: Mark Lister
- Spring Cleanup: Kendra Brett
- Seniors Information Event: Melissa Cinquino
- Bike Rodeo: Dave Garand

d) Committees at large

- By laws: Brent Chair. Kiel and Patrick, Chelsey.
- Funding: Brent Chair. Kiel, Patrick and Chelsey.

10. BCA Email Accounts (Kevin White)

- We are moving from specific Director roles to Directors with multiple roles or roles with multiple Directors.
- Gsuite email does not permit shared email boxes. Alternative is to use Google groups for multiple members, but the members need to remember to cc the group when replying to an email.
- For unfilled roles we need to setup auto forward to a monitored account.
- For now, we will continue using role-based accounts where possible and only use Google Groups when we have multiple Directors managing a single role. If a person does not have a role based account, we will setup named accounts for them.

11. Budget (Mark Lister)

- 2020 Budget was reviewed and some minor adjustments were made.
- Brent Lawrie motioned to approve the amended budget. Seconded by Don Kelly. Motion approved with 1 opposed (Kiel Dixon).

12. Funfair (Ian Chamberland)

- Negotiations with Just Foods for holding the Funfair on their site are going well.
- Additional Costs for the alternate site were not foreseen last year so there were not sufficient funds held back in reserve.
- We need more volunteers to assist with planning as there are more activities with the new site plus some existing areas that still need to be covered.
- The next meeting is Monday, February 24th 7:30pm at the Good Sheppard Church.

13. Adjournment 10:35pm (Next meeting on March 19, 2020, 7:30pm in the Retirement Residence)

Attendees

Mark Lister
Brent Lawrie
Lynn Lefevre
Satinder Sahota
Kendra Brett
Don Kelly
Kevin White
Ian Chamberland
Chelsey Wynne
Patrick Phillips
Nina Ryan
Kiel Dixon
Zack Johnson
Dan Gosson

BCA Board

Executive

President: Mark Lister

Vice President & Facilities and Operations: Brent Lawrie

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

Past President: Ali Yassine

Director Portfolio's

Environment: Kendra Brett

Parks & Rinks: Zack Jackson

Communications: Nina Ryan, Dan Gosson, Patrick Phillips

Community Relations: Kiel Dixon

Website: Kevin White

Transportation: and Community Safety: Don Kelly

Youth: Vacant

Membership: Satinder Sahota

Committee Chairs

BANAR: Evelyn Budd

Seniors: Melissa Cinquino

Beautification: Ian Chamberland

Community Hall: Auramarina Sawyer

Events

Fun Fair: Ian Chamberland

Canada Day: Chelsey Wynne

Cancer Chase: Don Kelly

Hockey Day: Mark Lister & Zack Jackson

Pot Luck Dinners: Auramarina Sawyer

Santa's Pancake Breakfast: Chelsey Wynne

Volunteer Appreciation: Mark Lister

Spring Cleanup: Kendra Brett

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