

MINUTES FOR THE DIRECTORS MEETING OF GAIHC

DATE: February 15, 2021

Present: Simone Halpin, Tessa Spero, Dominique Pattinier, Dorothy Betts, Marilyn Geater, Marni Laird

Regrets: None

- 1. Simone called the meeting to order at 12:30.**
- 2. M/S/C Motion to adopt the Agenda with the addition of thank you card to Marilyn Heraty.**
- 3. M/S/C Motion to approve revised minutes of December 21, 2020 meeting, to be posted on website and added to Minute Book.**
- 4. M/S/C Motion to approve adding informal notes on February 3, 2021 meeting, regarding hiring a bookkeeper, to Minute Book.**
- 5. M/S/C Motion to approve the minutes of the January 18, 2021 meeting.**
- 6. PRESIDENT'S REPORT: Report from Simone was presented orally with the following highlights:**
 - a. Confirmation of resignation of Rachele Cregheur and Janice Raven from Board
 - b. Marilyn Geater has been appointed Secretary and Marni Laird Treasurer. Simone will register change of Board members with BC Registries as required.
 - c. Committees will report to Board member responsible for that committee. We need as much help as possible and will recruit both from within and outside membership; all committee appointees must become members.
 - d. Incorporation Certificate has been received and application for credit card can proceed. A limit of \$2000 to \$2500 should be sufficient but will be determined.
 - e. Awning at front door is tattered and a replacement will have to be considered.

M/S/C acceptance of Simone's President's Report

- 7. STORE MANAGER'S REPORT:** Written report by Tammie was presented at the Board meeting.
 - a. Tammie is now doing floats and reconciling cash at end of day.
 - b. She is coming up with good ideas for notices to enhance the profile of the GABE shop.
 - c. Three-day (due to COVID protocols) Bag Sale scheduled for end of Mar

Store Manager's Report Accepted.

- 8. FINANCIAL REPORT FROM TREASURER:** Written report from Marni was presented at the Board meeting.
- a. For future Board meetings the financial information will be condensed to reflect essential information. Full financial reports will continue to be entered in Minute Book.
 - b. Net Sales Income did not warrant any transfer to savings account.
 - c. Bookkeeper is working well and all required forms and payslips to date have been filed. She estimates about three hours per month.

Motion: M/S/C acceptance of Marni's Financial Report.

- 9. DRIVERS TO DOCTORS REPORT:** Written report by Marni presented at the Board meeting.
- a. Drives are still down significantly.
 - b. COVID restrictions on drives to Nanaimo are still in place.

Drivers to Doctors report accepted.

- 10. MEALS ON WHEELS REPORT:** Written report by Tessa presented at the Board meeting.
- a. There are about 14 recipients and another two possible drivers.

Meals on Wheels report accepted.

- 11. VOLUNTEER COORDINATOR'S REPORT:** Written report by Dominique presented at the Board meeting:
- a. There were 534.5 volunteer hours in January. This information is sent to BCAHA who uses the hours to lobby for government grants.
 - b. There were 410 customers in January. The customer counts are made so staffing levels can be adjusted if necessary.

Volunteer Coordinator's report accepted.

12. RECRUITING COMMITTEE REPORT:

- a. A Vice president needs to be found as soon as possible.
- b. There was discussion about how to promote the Auxiliary as the governing body of various programs and enterprises, and Board members will present ideas at the next Board meeting.
- c. People could be encouraged to participate in definite, and time-limited, projects.
- d. Tessa and Dominique will continue to recruit.

13. EVENTS COORDINATOR'S REPORT:

- a. Experience Card draw running to Feb. 27.

14. MEMBERSHIP REPORT: Report by Dominique presented orally at the Board meeting.

- a. Dominique is looking at updating information on members' application forms to reflect current interests and strengths of the volunteers.
- b. There are usually between 65 and 75 members. There have been two new recent members, both with interest in event planning.
- c. Reminders will be sent out to those who have not yet paid the annual dues.

15. ADMINISTRATION: Things are going well in the store.

16. CARD REPORT: There is no card report his month.

17. REVIEW ITEMS FROM JANUARY MEETING:

- a. Marilyn has been working on the Policy and Procedure Manual.

18. NEW BUSINESS:

- a. Tessa and Dominique have provided suggestions for Board positions and committees, which Marilyn has found helpful. In her review and revision of the Policy and Procedure Manual she will define what the Board actually wants in terms of executive (aside from required positions of President, Treasurer and Secretary) and committees, and outline what duties each should cover. Board members should send Marilyn their suggestions and she will present all of them for acceptance or rejection.
- b. Thank You cards will be sent to Marilyn Heraty for her years of dedication to the Auxiliary, and to Arlene MacLowick for covering the cost of postage for all cards sent by the Auxiliary.

19. NEXT MEETING: March 15, 2021 at 12:30 by Zoom.

20. NOTICE TO ADJOURN: M/S/C moved to adjourn at 2:10.