



Halfmoon Bay Community Association (HBCA) Board Meeting Minutes

Date, time and location:

September 12, 2023 | 6:30 p.m. | Zoom

Present:

Linda McMahon Andy Jones-Cox Kale Angus
 Tim Dayton Elise Rudland Don Cunliffe

Ron Roberts

Absent: Michael Budd Karyn Henwood

NO.	ITEM	DISCUSSION	ACTION
1.	Additions to Agenda	N/A	
2.	Adoption of Minutes: August 16th August 31st “In Camera”	Adopted as Written Voting #s re Linda’s resignation are incorrect - not to be posted Board requested additional context for future Minutes.	Linda to amend & post Karyn to note
3.	Treasurer’s Report	<ol style="list-style-type: none"> 1) PO Box Renewal - Moved by Don, 2nd by Ron, all in favour. 2) Audit Shield Insurance (in case of a CRA Audit) - believed it is unlikely we will be audited; insurance not required. 3) Board is directed to the Sept 12th email from Ron which provides the P&L for e/o July. <p>As Andy keeps a detailed spreadsheet of the P&L for all events, he indicated that</p>	Ron to action Andy/Ron to discuss

		Ron's P&L doesn't need to be as detailed. They will meet to simplify the process.	
4.	Event Wrap-Up	<p>Directors are invited to view the spreadsheet prepared by Andy. It can be found on our Google drive under Halfmoon Bay/Events/2023.</p> <p>Overall, the 5 summer events resulted in an approximate profit of \$7.5K (up from \$1.5K last year). This was due to sales, sponsorship, and the BC Government grant offsetting costs. Once all expenses have been accounted for and our Operating account has a balance of \$10K, the rest will be transferred to the CIP account.</p> <p>Observations:</p> <ul style="list-style-type: none"> ● Move the 2024 Seaside Shuffle to August to facilitate water activities. ● Hold the 3rd Lazy Daze after the Shuffle. ● Confirm volunteer participation prior to each event; it is stressful to be unsure (even though we normally get a good turnout). ● Kale mentioned that youth (16+) would like to volunteer and should be included ● Expanding Movie Night is expensive due to copyright issues, but should be pursued. ● Name Tags for Board members should be distinctive (not the same as the red ones used for volunteers). ● Drink and food vouchers should be provided to volunteers. ● Kale will purchase the leftover alcohol from Andy 	<p>Ron to action</p> <p>Elise, Kale & Tim to organize</p>

		<p>Volunteer Appreciation Night - Saturday, October 14th, Coopers Green Park:</p> <ul style="list-style-type: none"> ● Elise, Kale and Tim will organize. ● The trophy that was commissioned for Adult Fun Zone games (but was not used) will become the Volunteer of the Year trophy. All agreed it should be awarded to Dan Sklazeski. Kale will arrange for the plaque to be engraved; Don volunteered to build a base for mounting for future recipients. 	<p>Directors to note</p> <p>Andy to provide notes Kale to action</p>
5.	Membership Outside of Halfmoon Bay	<p>After discussion, it was agreed to keep the status quo (by-laws state that membership requests for those who do not reside, or own property, in Halfmoon Bay, will be decided by a Board majority vote). This will be revisited during the Strategic Planning discussions.</p>	<p>Directors to note</p>
6.	AGM - Thursday, October 26th	<p>Linda updated the Board as follows:</p> <ul style="list-style-type: none"> ● awaiting confirmation of the Fire Hall (will facilitate Zoom participation) ● Agenda items to date: <ul style="list-style-type: none"> ○ Presentation from Cover the Coast (Affordable Housing) ○ FireSmart Presentation ○ Area B Director - SCR D Update ● Additional Items: <ul style="list-style-type: none"> ○ CDF ○ Wendy White - CIP ○ Emergency Preparedness in Halfmoon Bay (suggestion that Michael take this on) 	<p>Simon to confirm</p> <p>Linda to action</p> <p>Michael to note</p>

		<p>Lengthy discussion ensured regarding Board membership:</p> <ul style="list-style-type: none"> ● review the membership list to identify potential board members / Directors to personally contact them ● email current Directors requesting they confirm whether they will stand for re-election at the AGM ● email current membership asking for nominations (must be an HBCA member for 30 days / nominations must be received by the President 10 days prior to AGM) ● allow nominations from the floor at the AGM / Chair could establish a limit (announce that nominations are closed) ● by-laws state a 6-member minimum and no maximum; following a discussion, Directors did not reach a consensus on a maximum number ● invite youth to be an honorary Board member for one year. 	<p>Directors to action</p> <p>Linda to action</p> <p>Linda to action</p>
7.	CIP	<p>There is a balance owing to the school of \$3250 from the Neighbours Helping Neighbours (food program). The 2023 campaign will run in November/December.</p> <p>There will be a balance of approximately \$8000 in the CIP. It was agreed that we should look outside of “needy families” and consider projects that would benefit the community. A Focus Group of community residents and business owners could be formed to provide input on worthy causes.</p>	<p>Linda to provide to Wendy</p> <p>To be discussed further</p>
8.	Next Board Meeting	October 10, 2023 6:30 pm	Directors to note

