



## Board Meeting

September 11, 2023. 7:30 – 9:00 pm

## Members Lounge

Present: Ev Pollock Rick Kroeker Mark Dashkewytch Ken McLaughlin Tony Collison Garnett Rancier Manuela Marinello Ryan Brown Bob Flitton

1. Welcome & Call to Order: Ev Pollock called the meeting to order at 7:45
2. Introductions: Manuela Marinello, Ryan Brown
3. Additions to the Agenda & Approval: Moved by: Rick Seconded by: Ryan Carried
4. June 12<sup>th</sup> Minutes – Approval: Moved by: Tony Seconded by: Garnett Carried
5. Business arising:
  - a. Website & Logo - update Ev & Manuela  
New website and logo have been launched. Logo will be utilized on all BMCA correspondence and official documents.
  - b. AGM - draft minutes Ev  
Note at end of AGM Minutes to be made to reflect they will be approved at 2024 AGM. Agreed.  
**Follow up: AGM minutes; Directors Report and Financial Statement Year end 2022 now posted on the Website.**
  - c. Golf Fundraiser – report Rick  
Rick provided report and summary and Mark will verify the numbers. Some follow up required re some players payment. Recommended a special thank you be sent to Don Cohn who worked diligently to make the event a huge success.  
**Follow up: Thank you card sent to Don Cohn**

- d. Gift Card draw - results Tony  
All Gift Cards have been received by recipients. A list will be made on the website including the first name and last name initial.

**Follow up: Done**

6. Financial Report - Mark

- Financial Statement presented.  
Review provided. Discussion followed.  
Moved by: Rick  
Seconded by: Ken  
Carried  
**Follow up: Going forward Quarterly Reports will be presented to the Board. Annual Reports will be posted on the Website.**
- Financial Institution changes update  
A transition is in process from TD to Van City with expected completion possibly by Oct.  
**Follow up: Due to the complexity of this process, it is anticipated this will be complete by end of year.**
- 1 Page Plan  
Plan has been deferred to the October meeting.  
**Follow up: The One Page Plan will be reviewed in detail at the January 2024 meeting.**
- Electronic financial reporting possibilities  
Discussion around various options, Quickbooks \$50/month, free options available but both options being reviewed for consideration. Ryan raised a concern with respect to the % of cost if going to Quickbooks compared to total income for the organization. For further discussion at the October meeting.  
**Follow up: Please see attached BMCA Cloud Based Proposal.**
- Option to include Pay Pal will be considered in Oct.
- City of Langford Grant - accountability requirement briefly discussed.  
Further discussion at next meeting.  
**Follow up: A BMCA representative responded at an open forum of the Langford Finance committee that the Grant would be used to cover Insurance when asked by the Committee. It has been determined accountability has been met for the 2023 process.**

7. Covenant Report/Langford Engineering Meeting Rick
- Parking at Construction sites  
Ev and Rick met with Katelyn Blazer Director of Engineering and Public Works and Kevin Bowbyes Deputy Director for the City of Langford to discuss the following:  
**Follow up:**
  - Camper Van Parking in vacant lot across from Ponds Landing  
Lot is owned by a foreign company.  
It appears that individuals are living in some of these vans which is private property, which is in violation of Municipal Bylaws. Notices will be placed on all camper vans advising owners accordingly.  
**Follow up: Rick has been working with the Langford Bylaw Department**
  - Traffic Circle at Champions Way  
The plantings in the Circle are overgrown making visibility for pedestrians and oncoming vehicle traffic impaired.  
A request to thin out the plantings and to make the cross walk more visible (possibly painted) will occur. It is complicated to get pedestrian lights, etc.  
  
**Follow up: Kevin Bowbyes Deputy Director for Langford Engineering and Public Works advises a request has been made to the Ecoasis Grounds maintenance to have the vegetated canopy elevated to improve visibility. It is preferred not to paint the crosswalk, so other options are being pursued.**
8. Communications Report Manuela & Ev
- Use of Website/Facebook/MailChimp  
Deferred to next meeting.
  - Biographies for members of the Board  
Deferred to next meeting.
9. Secretary's Report Ken
- a. Consent to become a Director.  
All Directors must sign off Consent which will then be scanned and sent to Ken for filing.
  - b. Annual Filings required for BC Registry  
Sent to Sitka Law who file on BMCA behalf.  
**Complete**

c. Other

Amended Constitution will be posted on website once we obtain the official document.

**Complete**

10. Event Planning/Fund Raising opportunities                      Ryan/ Garnett  
Deferred to next meeting.

11. New Business

a. Special Advisor request for nomination   - Cyrus Lim                      Ev  
Moved by: Garnett  
Seconded by: Rick  
Carried

b. Shared Drive to store board documents  
Deferred discussion.

***Follow up: Ken has done some research and has learned Google offers a Share Drive for Not-for-Profit organizations. He has applied for this resource on behalf of BMCA.***

c. Additional benefits for being a BMCA members.  
Deferred discussion.

d. Ravi Parmar (MLA) meet and greet.  
For further discussion at October meeting.

e. CRD Community Presentations  
Deferred discussion.

f. Meetings for October and November 2023  
Deferred discussion

12. Next meeting – October 9<sup>th</sup>

13. Meeting adjourned at 9:05