APPLEGROVE COMMUNITY COMPLEX

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"TOGETHER, BUILDING OUR COMMUNITY"

Minutes of the Board of Directors Meeting
June 20, 2011

A neighbourhood partnership fostering community
through social and informative programs for individuals and families.

Present: Ben Chong, Natalie Coulter, Ann McKechnie, Sydney Schultz (Chair),
Regrets: Carmita Magnaye, Mary-Margaret McMahon, Neil Sinclair, Pierre Trudel.
Absent: Throy Ross, Alana Honsch
Staff: Susan Fletcher, May Seto (Recorder)

Dates of Next Meeting

Special Board Meeting – Monday, August 29 at 6 p.m. (at an off-site location)

1. **Call to Order/Adoption of Agenda/Introductions**
   At 7:00, Sydney called the meeting to order. Quorum of 5 Directors was not achieved; motions will be confirmed at the next regular meeting. By consensus, the agenda was adopted.

2. **Declaration of Conflicts of Interest**
   None were declared.

3. **Timekeeper**
   Assigned timekeeper for meeting – Ann

4. **Volunteer Hours**
   Members provided their volunteer hours.

5. **Donation Envelope**
   The donation envelope circulated.

6. **Program Presentation – Summer Day Camp**
   May provided an overview of the day camp and answered questions.

7. **Minutes of the May 30 Board of Directors Meeting**
   MOTION *(McKechnie/Chong)*
   To accept the minutes of May 30.
   Carried*.*

8. **Finance and Fundraising**
   Because no guests were present, there was no need for a motion to discuss the next item *in camera*.

8.1 Budget

Susan provided an overview of the program and admin budget and answered any questions. Susan also discussed an option to provide service to the community more efficiently. The Board gave Susan direction to further investigate this option.

MOTION *(Coulter/McKechnie)*
To submit an administrative budget with office and purchased service expenses reduced by $500 to $1,000 and other cuts as discussed to reach the 10% target, and to investigate methods by which these cuts can be achieved.
Carried*.*

8.2 Year-to-Date (May) Financial Report

Susan provided an overview.

MOTION *(Coulter/McKechnie)*
To accept the Year-to-Date Financial Report.
Carried*.*

8.3 Fundraising Analysis

Susan will lead members through the format and review the issues.

MOTION *(McKechnie/Chong)*
To accept the Fundraising Analysis.
Carried*.*

8.4 Appointment of Auditor

Susan provided information.

9. Membership

Board members agreed to look at membership in a year.

MOTION *(Coulter/Chong)*
To re-visit the membership issue in a year.
Carried*.*

10. Programming Issues

9.1 Edgewood

Susan provided an update and answered any questions.

MOTION *(McKechnie/Chong)*
To endorse the proposed programming at Corpus Christi Church at a rental rate of no more than $5000 annually.
Carried

9.2 DINE

The discussion highlighted the importance of quality food and a variety of dinner items. There should be a goal and strategic plan for DINE and we can start to discuss again after Pastafest. Ann suggested to decide on 5 menu ideas and resume DINE in January 2012. She also thought it would be good to find a team of volunteers.

11. Directors' Concerns

Deferred.

12. Adjournment

The meeting was adjourned on a motion by Natalie Coulter, seconded by Ann McKechnie.

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Chair Secretary