

**MINUTES  
OF THE  
BOARD MEETING  
GABRIOLA SLAND RECYCLING ORGANIZATION (GIRO)  
Monday, September 15, 2014**

**PRESENT:**

**Michelle MacEwen, Vice President; Margaret St. Denis, Secretary; Peter Dzierzawa, Treasurer, David Andrews, Susan Brown, Neila Coe, Peter Joyce, Bruce Taylor**

**REGRETS:**

Jackie O'Hara, President

**GUESTS**

Dean Clark, GIRO; Jerry Stephanson

A quorum was present and the meeting was called to order.

**AGENDA**

**Motion: St. Denis**

**That the agenda be adopted as presented.**

**Carried.**

**MINUTES OF PREVIOUS MEETING**

**Motion: St. Denis**

**That the minutes be adopted as presented.**

**Carried.**

**CORRESPONDENCE**

1. Resignation of Waverlea Tezak
2. Letter from Verena MacQuarrie concerning filling of staff vacancies.

**REPORTS:**

**Treasurers Report: Peter Dzierzawa**

Financial information was presented in advance of the meeting.

The treasurer referred board members to the comparative financial statement.

The financial information was discussed and approved.

David Andrews requested that the treasurer prepare a quarterly financial report.

- Clarification of Depreciation of Assets tabled until the next board meeting.

### **Building and Maintenance Committee Report: Neila Coe**

The report was circulated in advance of the meeting. The chair responded to questions from board members.

- In response to a request from the Gertie organizers for a key to the GIRO enclave, the board ruled that staff only will be issued keys. Bruce Taylor will draft a policy on this and send it to the secretary who will include it in the next meeting.
- **Motion: David Andrews.**  
**That the issue of a potential spill of cooking oil on GIRO property be referred to the Building and Maintenance Committee for handling and for informing the Gertie Group of this decision.**  
**Carried.**

### **Communications Report: David Andrews**

- The report was circulated in advance of the meeting.
- Communication flow chart presented, and approved as revised.
- **Motion: Neila Coe**  
**That the Communications Committee provide regular articles to *The Sounder*, regular emails to members, and an update of the Web Page.**  
**Carried.**
- **Recommendation: Peter Dzierzawa**  
**That a face book page for GIRO not be developed until a suitable policy is in place.**  
**Carried.**
- The purpose of community behind-the-scene tours is an educational opportunity.
- One school field trip was carried out last year, and a record of what was done will be provided by Dean Clark and Michelle MacEwen.
- Refer review of government policies for Community work for High School students to Jackie O'Hara for review.
- The Board concurred that GIRO is willing to join Welcome Wagon if there is no cost associated with this.
- Peter Joyes will determine if there is a need for a handout on GIRO function to be provided to Gabriola Chamber of Commerce.
- Dean Clark will give the Communications Committee a list of things that should be included on the GIRO website.
- GIRO will retain its present LOGO.

### **PERSONNEL COMMITTEE: Susan Brown**

- Susan provided highlights of the work carried out by this committee and made the following motion:  
**Motion: That the three job descriptions be re-circulated to board members for review, and for approved at the next meeting.**
- New GIRO signs will be developed that provide comments that the public needs to know, such as that items donated must be in clean and/or in working order, and placed in appropriate spots on the premises.
- A volunteer's form will be developed, including minimum age, minimum time commitment and monthly orientation program.

## **BUSINESS BROUGHT FORWARD FROM LAST MEETING**

### **Motion: St. Denis**

**That action on bylaw amendment from April 13, 2014 meeting changing the terms of the President and Vice President be tabled until January 2015 since this change cannot take place until it is presented at the next Annual General Meeting, when it will be presented with any additional bylaw changes the Board feels are necessary. Carried.**

**Review of Federal Charities referred to the Communications Committee for action.**

### **Invoice for removal of glass bins from RDN: MacEwen**

**Action: Michelle MacEwen will write a formal letter to the RDN, complaining about the fact that they are no longer paying for glass bins, and for the bill of \$563.90 for this service.**

## **NEW BUSINESS**

**Motion: That the following persons be named signing officers for GIRO.**

- **Jackie O'Hara, President**
- **Michelle MacEwen, Vice President**
- **Peter Dzierzawa, Treasurer**
- **Margaret St. Denis, Secretary.**

**Approved.**

**Action: The secretary will take this minute to the Gabriola Credit Union to enact this motion.**

### **Multi-Material British Columbia (MMBC) Program: MacEwen**

Michelle MacEwen and Dean Clark provided information on this program, and explained that GIRO did not sign up due to issues with the proposed contract. In the course of conversation, it was noted that GIRO is the only Gulf Island recycling organization that is self-sustaining.

### **Decision:**

**Michelle MacEwen will write an article on how GIRO is funded and the fact that we are self-supporting.**

### **Membership in the Gulf Islands Coalition**

Deferred to next meeting.

### **Update on Policies:**

Margaret St. Denis circulated three documents for the board to review prior to the next board meeting, including: Proposed format for Policy Development, a sample written policy as an example, and a proposal on who will identify and develop policies and how

they will be circulate and retained in a policy manual. This will be a discussion item at the next meeting.

**Motion: St. Denis**

**That a review of all bylaws to determine changes needed be deferred to January 2015.**

**Carried.**

Meeting adjourned at 12:15.

Date of Next Meeting: Monday, October 20th, beginning at 10:00 a.m. upstairs at The Commons.

**ACTION CHECKLIST  
SEPTEMBER, 2014 GIRO MEETING**

- |  |                      |
|--|----------------------|
| 1. Write letter to Waverlea Tezak accepting her resignation.   | St. Denis            |
| 2. Respond to letter from Verena MacQuarrie.   | St. Denis            |
| 3. Prepare Quarterly Financial Reports   | Dzierzawa            |
| 4. Inform Gertie Group of the decision concerning any liability associated with potential spills at the oil connection site and for informing the Gertie Group of this decision. | Coe                  |
| 5. Place Clarification of Depreciation of Assets on agenda for next meeting.   | St. Denis            |
| 6. Provide regular articles to <i>The Sounder</i> , regular emails to members, and an update of the web page.  | Andrews              |
| 7. Review government policies for community work for high school students to Jackie O'Hara for review.   | O'Hara               |
| 8. Determine if there is a need for a handout on GIRO Function to be provided to the Chamber of Commerce.  |                      |
| 9. Give the Communications Committee a list of things that should be included on the GIRO website.   | Clark                |
| 10. Re-circulate the three job descriptions that have been completed.  | Brown                |
| 11. Place approval of job descriptions on the agenda for the next meeting.   | St. Denis            |
| 12. Develop appropriate information signs for GIRO.  | Managers             |
| 13. Table action of bylaw amendment outlined in agenda, until the January, 2015 meeting.   | St. Denis            |
| 14. Review of Federal Charities  | Andrewes (Com. Com.) |
| 15. Write formal letter to the RDN concerning removal of glass bins.   | MacEwen              |
| 16. Take minute on signing officers to the Credit Union/   | St. Denis            |
| 17. Write an article on how GIRO is funded and the that we are the only self-sustaining Gulf Island recycling organization.  | MacEwen              |
| 18. Provide Communications Committee with a summary of the educational program for school students.  | MacEwen              |
| 19. Place Membership in the Gulf Islands Coalition on the agenda for the next meeting.   | St. Denis            |
| 20. Place approval of policy development on the agenda for the next meeting.   | St. Denis            |
| 21. Defer review of all bylaws to determine what changes need to be made, to the January 2015 meeting.   | St. Denis            |