

**MINUTES OF THE GIRO BOARD MEETING
MONDAY, JULY 13, 2015
MEETING ROOM, COMMONS**

PRESENT

Susan Brown, Neila Coe, Peter Dzierzawa, Nancy Hetherington Peirce, Peter Joyes, Kees Langereis, Barry Loescher, Michelle MacEwen (General Manager).

REGRETS

Lynn Stefanson

TEMPORARY LEAVE: Margaret St Denis

1. CALL TO ORDER & QUORUM

- a. Susan called the meeting to order at 10:05am; quorum was present.

2. AGENDA

- a. **MOTION:** Barry – That the agenda is adopted as distributed. CARRIED

3. MINUTES

- a. **MOTION:** Kees – That the minutes of the June 8, 2015 Board meeting are adopted as distributed. CARRIED

4. CORRESPONDENCE

- a. Donation from Telus.

5. REPORTS

a. General Manager – Michelle

1. Meeting discussed the General Manager's report, distributed in advance of the meeting.
2. **MOTION:** Peter J – That the Board approves spending up to \$100 to repair two specific clocks, as per quote from Brian Gould. CARRIED
3. Due to time constraints, the meeting decided to postpone the topic of Board Policies for the repair and sale of expensive items.
4. Board Policy: GIRO does not accept bike helmets or life jackets.

b. Finance – Peter D

1. Meeting discussed the financial report to June 30, 2015, distributed in advance of the meeting.
2. **ACTION:**
 1. **Barry** will provide to the next meeting some information on options for handling depreciation in financial statements
 2. **Nancy** will provide to the next meeting a projection to December 31 of the staff compensation expense.

c. Property & Facilities – Neila

1. Meeting discussed the report from Neila (distributed in advance of the meeting) regarding the progress of the current Renovation Project. The project is on time and on budget.
2. Barry provided a verbal report of his review of GIRO's current insurance policies.
 1. **ACTION: Barry** will provide information to the next meeting re continuing or changing the provider of GIRO's Directors & Officers insurance policy.

d. Communications

1. Meeting discussed Lynn's report, distributed in advance of the meeting.

1. **MOTION:** Peter J – That the Board approves up to \$80 for consultation on establishing a new email program for communicating with GIRO members. CARRIED
2. Meeting discussed Peter J’s report, distributed in advance.

e. Personnel – Susan

1. Meeting discussed the Committee’s report, distributed in advance of the meeting.
2. **MOTION:** Nancy – That the Board approves the Board Policy titled “Hiring the General Manager”, as set out in the document dated July 10, 2015 and amended. CARRIED
3. **MOTION:** Kees – That the Board approves the Board Policy titled “Hiring of Staff by the General Manager”, as set out in the document dated July 10, 2015. CARRIED
4. **MOTION:** Kees – That the Board approves the Letter of Agreement for staff employment, as set out in the document dated July 10, 2015 and amended. CARRIED
5. **MOTION:** Nancy – That the Board approves the updated Position Description for the General Manager, as set out in the document dated July 2015. CARRIED
6. **ACTION:** Nancy will distribute the amended documents to the Board and Michelle.

6. NEW BUSINESS

a. Recommendation from Personnel Committee

1. **MOTION:** Kees – That the meeting move into Executive Session at 12:05pm. CARRIED
2. **MOTION:** Nancy – That the meeting move out of Executive Session at 12:20 CARRIED
3. **MOTION:** Kees – That Michelle MacEwen is compensated for the additional hours worked from March 1 to May 31, 2015, at the direction of the Board, as per the recommendation of the Personnel Committee.
4. **ACTION:** Susan will notify Michelle and the bookkeeper.

b. GIRO 25th Anniversary and Opening of the Building Renovation

1. Meeting chose Sunday October 18th in the afternoon.
 1. **ACTION:** Nancy will ensure the event is entered on the calendars of the Chamber of Commerce and the Gabriola Arts Council.
2. Meeting decided that the following people would be the “planning group”: Lynn (subject to confirmation), Neila, Peter J and Kees. The group will begin work in the next few weeks.
3. August Board meeting: detailed planning discussion, including budget.

7. ADJOURNMENT

- a. Meeting adjourned at 12:45pm.

NEXT MEETINGS – NEW TIME AND PLACE: Second Monday mornings of the month – **9:30 am, at GIRO**

- Monday, August 10
- Monday, September 14
- ? First Monday in October, due to Thanksgiving: October 5

Date Approved: _____

Name

Office