

Shawnigan Residents Association

Board Meeting

Pavilion, Shawnigan School

October 20th, 2015

Minutes

- 7:00pm **Call meeting to order** - Grant
- 7:01pm **Board members and Guest Present** –
Board members present: Al, Grant, Lois, Calvin, Dewar, and Netta. Absent: Magen and Garry. Guests: Barane and Graham Ross-Smith
- 7:05pm **Approval of Previous Board Minutes** –September’s minutes approved by board.
- 7:10pm **Review outstanding actions** :
- Action: Netta to work with Anne Marie to complete a SRA brochure. The purpose of the brochure was confirmed as a “take away” tool to promote awareness of SRA (and it’s website with goals, objectives and activities), plus as a tool to increase membership. Netta will send out a draft before next meeting that will focus on what the brochure should include. – Netta distributed a draft brochure and asked for comments before Saturday, so that an updated version could be produced and available for the AGM. The board approved her spending up to \$500 for the production a few hundred copies. Enough to distribute at the AGM, but not so many that if the board wants to make further chances we won’t have a large supply of out dated brochures.
 - **Action: Netta** will leave a supply of t-shirts at “Aesthetic by Lois” (in the village) so people will be able to obtain them during her business hours. The intent is to promote the t-shirts as a Xmas present option.
 - Action: Calvin received support from the board for the wording of advertising for a new Communications Director. He will now advertise on our website and use social media. – still pending.
 - Action: Al would draft a letter (on behalf of the SRA) to Mary Pollock that would be presented to her at her constituency office by a resident holding one of our “Save Shawnigan Water” posters. Al is organizing a demonstration to be held at Polleck’s constituency office. – still pending
 - Action: Netta will follow-up with Chris on the upgrades to the website, and report back at next meeting. The board was reminded they authorized a payment here, and this issued should be monitored until the action is complete and monies paid. – Half of the authorized payment has already been made to Chris. **Action: Netta** will work with Chris on clarifying other changes to the website before the remainder is paid.
 - Action Lois: The board supports keeping the “office” open, but few have the Saturday mornings available to volunteer. Lois is will organize volunteers (from the board, or others) to staff the office on Saturday mornings 9:00- Noon, and occasionally in the afternoon 1:00 - 4:00pm. - Staffing the

“office” every Saturday is a challenge, and not seen as a good use of our time. However two dates between now and Xmas were seen as acceptable. **Action: Netta** will staff the office on Nov 14th from 10:00am – 1:00 pm, and **Calvin** will staff it on Dec 12th from noon to 3:00pm. **Action: Calvin and Dewar** also agree to be available in the office during “Xmas in the Village” between 5:00 – 7:00pm. (PS. We are still looking for an “OPEN” sign to make it more obvious when the “office” is open.)

- Action: Grant will send an email to Jeralyn Jackson expressing our appreciation for her effective operation of the weir, and copying her bosses. - done
- Action: Calvin will prepare and send a formal thank you letter to the Youbou Community Association for their support in our fight against the dumping of contaminated soil in our watershed. – still pending

○ AGM Actions:

- Al will check with Shawnigan School to see if the theatre is available on Thursday, Nov 19th . If not, he will see what other Thursday is available and let the rest of us know so we can work around the new date. – **Action: Al** will check ASAP and let the board know if this date is available.
- Calvin will see if our lawyer (Sean) is available to attend the AGM and give an update – once the date is confirmed, **Calvin (action)** will ask Sean to attend the AGM.
- Grant will ask Graham Ross-Smith if he is willing to manage the election of the new board at the AGM. - done
- All Board Members are to advise Graham whether they are wishing to stay on the board, and if they have any others they would nominate. – some still pending
- **Action: Lois** will send Graham a list of board phone numbers, and all board members are asked to send Graham the names of anyone they feel would be a good fit on the board. **Action: Graham** was also willing to contact other people he thought would be good.
- **Action: Netta** will speak with Sonia about the properties along south entrance, past the industrial park, which seem to be getting worse in appearance. The question being what is the CVRD able or willing to do, and how can she, or we, help.

8:30pm **Committee reports** -

- Legal Action Committee – Calvin
 - After some discussion about the status of our Judicial review, and what could or couldn't be communicated at this time, it was decided that **Netta (action)** would draft a communication that Calvin could run by Sean, to include:
 - The date, time and place of the AGM

- Sean's attendance at the AGM, to give attendees an update of the status of the Judicial Review
- Cowichan Tride's support of our fight against the dumping of contaminated soil in our watershed
- Some language that would ask the recipient of the communication to allow the SRA to continue to send them information. The language is seen as necessary to avoid non-compliance with legislation around organizations "spamming" people who don't want to be on distribution lists.
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- SRA Governance Committee – Lois
 - Bylaws to be updated at AGM – **Action: Calvin** will contact Sally Davies to see if her husband would be willing to review our by-law. Before retiring, he was a judge.
- Membership Committee –Dewar
 - Katie is preparing an operational manual, so that her future replacement doesn't have to start from scratch – **work continues**
 - Katie will have membership information ready and available for the AGM – **it will be ready for AGM**
- Finance Committee – Dewar
 - **Status of operating fund, and Legal action fund was presented and accepted by the board.**
- Water Committee – Grant
 - The CVRD's survey on water – **is currently underway**
 - Shoreline remediation with David Polster, an expert in this field – **the Basin Society has adopted the title of "Foreshore to Forest" as an all encompassing initiative to safeguard and remediate (where necessary) our watershed. They will be looking for support as they pursue funding and volunteers work. Grant will keep the board apprised.**
- Municipal Status Committee – Al
- LNG presentation – **SRA is not entertaining a presentation to the board or it's members. Action: Dewar** mentioned a video on LNG he wanted to buy and review. If appropriate, he would suggest the SRA purchase it and make it available through the "office" for others to use. Dewar thought the video was about an hour long and cost approximately \$30.
 - Communications Committee – Al
- All parties meeting update – **the meeting, while not heavily attending was seen as a success as it gave students and attendees an opportunity to ask candidate questions.**
 - Government Liaison Committee –Garry / Barane
 - Garry would like to create a questionnaire that the SRA can send out to members/residents to ask what issues they would like the SRA to work on. Katie offered to help Garry, given she has taken courses on avoiding "survey bias", plus has familiarity with the "Survey Monkey" software. – still pending
 - Student Committee –Megan was absent, so no report

9:00pm

Adjourn

Next Meeting: Tuesday November 17th, 2015