



JOE RICH RATE PAYERS & TENANTS SOCIETY

Board of Directors Meeting for March 30, 2020

via Zoom Communications

Call to order @ 7:10 pm

Attendance: Mark Poelzer, Clarice Bower, Louise Abbott, Heather Carson and Laurie Takoff

Absent: Jilly Bohac and JR FD Liaison – Tanya Chartrand

Additions to Agenda: Add to New Business #3 Accounting Program Motion to Approve: L. Takoff
Second: H. Carson
Motion passed: Unanimous

JRRATS Board of Director Meeting Minutes – 03/16/20 Motion to Approve: L. Abbott
Second: C. Bower
Discussion
Motion passed: Unanimous

Reports: JRRATS Treasurer’s Reports (see attachments) Motion to Approve: L. Abbott
Second: H. Carson
Discussion
Motion passed: Unanimous

JRRATS Secretary’s Report (see attachment) Motion to Approve: L. Takoff
Second: C. Bower
Discussion
Motion passed: Unanimous

Joe Rich Fire Department Liaison Report (none submitted)

Old Business:

1. Social Media and Communications Protocol Guide (see attachment)
Motion to Approve and Adopted: L. Takoff
Second: L. Abbott
Discussion
Motion passed: Unanimous

Resulting Action Item:
Post on Website

Duty:
Secretary

Completion Date:
03/31/20

2. Board Duties Transference Updates
 - a. JRRATS BC Society Registry - completed by L. Abbott
 - b. JRRATS Email Account(s) and Update - Discussion
 - Joe Rich Society Email Account – completed by L. Takoff (All Directors access)
 - Joe Rich Secretary Email Account – established and completed by L. Takoff (All Directors access)
 - c. Social Media (Facebook) Update – completed with some issues still pending
 - d. JRRATS Website Update - completed by L. Takoff (All Director access)
 - e. Hall Security Code – completed (All Director access)
 - f. Hall Access and JRRATS Mailbox Keys – completed (Keys – L. Takoff and L. Abbott)

3. JRRATS Board Governance Policy Manual (see attachment)
 - Motion to Approve and Adopted: L. Takoff
 - Second: L. Abbott
 - Discussion
 - Motion passed: Unanimous

<u>Resulting Action Item:</u>	<u>Duty:</u>	<u>Completion Date:</u>
Post on Website	Secretary	03/31/20

4. JRRATS Board of Directors and Committee Code of Ethics (see attachment)
 - Motion to Approve: C. Bower
 - Second: L. Abbott
 - Discussion
 - Motion passed: Unanimous

<u>Resulting Action Item:</u>	<u>Duty:</u>	<u>Completion Date:</u>
Post on Website	Secretary	03/31/20

5. Directors and Officers Insurance - Update

<u>Resulting Action Item:</u>	<u>Duty:</u>	<u>Completion Date:</u>
Request PDF from Insurance Provider/forward to all Directors	Treasurer	TBA

New Business:

1. JRRATS and Joe Rich Community - COVID 19 issues and concerns
 - ~ Hall, grounds and park closures and updates
 - ~ Contractor and Committee notifications – Secretary completed

2. Strategic Planning Meeting/Workshop Schedule – Monday April 6 6:30pm via Zoom

<u>Resulting Action Item:</u>	<u>Duty:</u>	<u>Completion Date:</u>
Distribute required materials/information	Secretary	04/03/20
Review all Materials/Information	All Directors	04/06/20

3. Administration supplies – paper/binders/ink/thumb drives

Motion to approve administrative supplies to \$200: H. Carson

Second: C. Bower

Discussion

Motion passed: Unanimous

4. Accounting Program

Motion to move from current Financial methods to Simply Accounting at a cost of \$350.00: H. Carson

Second: C. Bower

Discussion: move would result in considerable cost savings and provide a more widely acceptable method of financial reporting.

Motion passed: Unanimously

5. RDCO Meetings – contact, set up dates/times

- Murray Kopp
- Mark Bartyik - RDCO Electoral East Director

Resulting Action Item:

Correspondence

Duty:

President/Secretary

Completion Date:

03/31/20

6. JRRATS Proposed 2020 Constitution and Bylaws Update

- Tertiary and final Draft

Discussion on previous agreement with 2019 Board of Directors on distribution

7. Community Communications and Meetings

- Newsletter

Discussion on networking with RDCO Electoral East Director M. Bartyik

Resulting Action Item:

Continue networking w/ Director Bartyik

Duty:

Secretary

Completion Date:

TBA

No further Business or Discussion

Next Meeting – Strategic Planning Workshop Monday, April 6 @ 6:30 pm via Zoom

Adjourn

Attachments: Treasurer Reports
Secretary Reports