



Joe Rich Ratepayers and Tenants Society

**Board of Directors Meeting for April 27, 2020**

via ZOOM Telecommunications

Call to order @ 6:45

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

Absent: Jilly Bohac and JR FD Liaison – Tanya Chartrand

**Agenda:**

Approved Minutes from previous Meeting 03/30/20

Motion to Approve: L. Abbott

Second: C. Bower

Motion passed: Unanimous

**Reports:**

Treasurer’s Report (see attachments)

Motion to Approve: L. Takoff

Second: C. Bower

Motion passed: Unanimous

Secretary’s Report (see attachments)

Motion to Approve: L. Abbott

Second: C. Bower

Motion passed: Unanimous

**Old Business:**

1. Board Duties Transference Updates:

a. Social Media (Facebook) - see attached notice

Deactivating Joe Rich Board Profile to be in compliance with Facebook policies

Initiating Joe Rich Ratepayers and Tenants Society Facebook Group

Exclusively Society and Community business

All posts preapproved

Group Head Admin – Cathy Johnson

Director support – Secretary and Treasurer

**Resulting Action Item:**

Deactivating Joe Rich Board Facebook profile

**Duty:**

Secretary

**Completion Date:**

05/10/20

Initiating Society Facebook Group

Treasurer

Completed

b. JRRATS Website

Updates, additions, changes on going

Important to post new information often

Drive Members and Community Residents to access

**Resulting Action Item:**

Society Updates, additions, etc

**Duty:**

Secretary

**Completion Date:**

On going

Networking with Website Manager

“ “

On going

c. Social Committee Update

Resignation of Committee Chair. Moving forward will still remain on to assist when available

Correspondence reply from President

To date no Committee files, etc have been received

Resulting Action Item: Follow Up on files, etc.      Duty: President      Completion Date: 05/10/20

- d. JR Hall Telephone  
Initiated and active  
Message forwarding to Society gmail not activated – RDCO Technical support to follow up

Resulting Action Item: Checking messages and replying      Duty: Secretary      Completion Date: On going

- e. Canada Post account  
Updated account access and information

Resulting Action Item: Initiating and updating account      Duty: Secretary      Completion Date: Completed

2. COVID 19 issues and concerns - see RDCO Proposal Correspondence

Items of concern: Insurance, SOCAN, Hall Cleaning prior to opening, etc.

Motion: Treasurer to write reply proposal and Secretary to send – L. Takoff  
Second: C. Bower  
Discussion  
Motion passed: Unanimous

Resulting Action Item: Reply to RDCO re: proposal      Duty: Treasurer      Completion Date: 05/10/20

3. Strategic Planning  
Calendar of Events  
Meeting protocol  
Policy and Procedure Guide  
Survey Results

Resulting Action Item: Strategic Planning Session #4      Duty: All Directors      Completion Date: On going

4. Accounting Program Update  
Work in progress

Resulting Action Item: Accounting program completed      Duty: Treasurer      Completion Date: TBD

5. JRRATS Proposed 2020 Constitution and Bylaw Update  
Tertiary version to come next  
Mailed to all Society Members  
Posted to website

Resulting Action Item: Mail Tertiary version to all JRRATS Members  
Post to website      Duty: Secretary  
Website Manager      Completion Date: TBD

6. Community Communications and Meetings – Update

- a. Survey  
Uploaded and will be activated 04/28/20  
Concluding on 05/30/20

Survey cont'.

| <u>Resulting Action Item:</u> | <u>Duty:</u>  | <u>Completion Date:</u> |
|-------------------------------|---------------|-------------------------|
| Review and approve Survey     | All Directors | Completed               |
| Uploaded and activated        | Secretary     | Completed               |

- b. May 2020 Joe Rich Connections Flyer  
RDCO applied funding \$400.00 request through RDCO Electoral East Director  
Total actual cost: \$338.26

| <u>Resulting Action Item:</u> | <u>Duty:</u>  | <u>Completion Date:</u> |
|-------------------------------|---------------|-------------------------|
| Review and approve Flyer      | All Directors | Completed               |
| Arrange printing and pick up  | Secretary     | Completed               |
| Invoice payment               | Treasurer     | Completed               |

- Posting on Mailbox Poster Boards and in plastic holders

| <u>Resulting Action Item:</u> | <u>Duty:</u>                    | <u>Completion Date:</u> |
|-------------------------------|---------------------------------|-------------------------|
| Posting                       | President and/or Vice President | 05/04/20                |

- c. Cancellation of May Meeting Notice

- ASAP Email to Members

| <u>Resulting Action Item:</u> | <u>Duty:</u> | <u>Completion Date:</u> |
|-------------------------------|--------------|-------------------------|
| Notice and Email              | Secretary    | Completed               |

- Posting on Mailbox Poster Boards

| <u>Resulting Action Item:</u> | <u>Duty:</u>                    | <u>Completion Date:</u> |
|-------------------------------|---------------------------------|-------------------------|
| Posting                       | President and/or Vice President | 05/04/20                |

7. Provincial British Columbia Criminal Records program – Updates

Joe Rich Ratepayers and Tenants Society is officially registered in the Provincial B.C. Criminal Records program  
Current Directors volunteering to have their criminal record checks submitted.

Discussion: Society policy for Volunteers and Contractors to submit criminal record checks in accordance with the Criminal Record Check Review Act.

**New Business:**

1. Discussion re: Webinar on Non Profit operations and responsibilities during COVID 19

Future Workshops and seminars via teleconferencing

| <u>Resulting Action Item:</u> | <u>Duty:</u> | <u>Completion Date:</u> |
|-------------------------------|--------------|-------------------------|
| Email requests for dates      | Secretary    | Completed               |

2. Joe Rich Farmer and Artisans Market Proposal

| <u>Resulting Action Item:</u> | <u>Duty:</u> | <u>Completion Date:</u> |
|-------------------------------|--------------|-------------------------|
| Vision and Business Plan      | Treasurer    | TBD                     |

3. Correspondence Protocol Discussion

Incoming and outgoing  
Signatories on all items

4. Update inquiry correspondence from RDCO  
Hall renovations, repairs, upgrades schedule:  
May – Kitchen Counter tops and back splash  
June – Doors/Security and Screen/Projector/Audio System  
July – Roof replacement/repairs  
August – LED lighting and Electronic Sign

Table - Strategic Planning Session #4 to 05/04/20

No further Business or Discussion

Adjourn

Next Meeting/Workshop: Monday May 4 @ 6:30 pm via ZOOM

Attachments:

JRRATS Mission, Vision, Values Statements  
Minutes from 03/30/20  
Secretary's Report  
Treasurer' Report  
Financial Update  
JR Farmers and Artisans Market Proposal  
FINAL JR Community Connections May 2020  
FINAL Recreational and Programming Survey May 2020  
RDCO 04.24.20 Response to Questions

**JRRATS Board of Directors - Strategic Planning Session #4 – TABLED TO 05/04/20**

- Notices: General Meetings requirements
- Upcoming Annual Reports and Filings, etc
- Hall Upgrade Schedule
- Tentative Projected Schedule
- Policy and Procedures Guide Subcommittee