



PBP Community Association

Agenda for Board of Directors Meeting

Tuesday January 9th, 2024 / PBPCA Centre – 2323 Palliser Dr. SW / BOARDROOM 7:00 pm

Record of Attendance

Invited	Position	Present (Y/N)	Invited	Position	Present (Y/N)
			Jen Stabetoff	Comm. Coordinator	Y
			Cathi Groves	Neighbourhood Partnership Coordinator	Y
Virander Mahajan	Treasurer	Y	Mike Krayacich, James Sorenson, Irwin Rajesky, Jayda Rosenthal, Kory Postma, Margaret Mason, Robert Mason Sam Plucer	Directors at Large	Y Y N N N Y Y N
Harris Hanson	President	Y			
Lesley Farrar	Secretary	Y			
Sushma Mahajan	Director, Civic Affairs	Y			
Anna Kaufman	Vice President	Y			

Agenda: prepared by Secretary (5.2.5.1)

1) Meeting call to order 7:03PM

- a. Approval of Agenda /agenda approved
- b. Approval of Minutes from Previous Meeting /Minutes of last meeting approved
- c. Introduction to BOD of Jen, our new Community Coordinator

Hall Rental

- Jen suggests \$55/hr main hall & kitchen included
- Harris moves \$55/hr for 3hr plus \$35 mandatory cleaning
- Virander seconds motion
- ✓ Motion carried: \$55/hr for 3hr plus \$35 mandatory cleaning
- Jen suggests standardized fees for all
- Rob asks if charitable discounts will apply
- Harris & Mike suggests consistency on charitable fee
- Cleaner recommendations



- Safety
- Use of lockbox is a security concern. Jen suggests FOBs
- Jen proposes FOBs and
- Mike moves, Sushma seconds that we purchase rechargeable key fobs for access to our building to be managed by Jen, with one given to our daycare tenant.

✓ Motion carried: use FOBs

PBP CA Newsletter Content

- Reminder: Jen requires that final drafts be provided to her (in 12 pt Times new Roman, pdf or Word) between the 3rd and 5th day of each month for next month's newsletter. She will not be involved in editing

Website

- "hot mess" wild apricot, names and emails not organized, coordinator admin has several emails
- Jen advised that IT technician Michael Smith's firm (which has been helping us) offers to help organize our website, document storage, emails, and help her do social media posts, for a year at \$250 per month for one year.
- Virander and others suggest that a year is more than needed
 - ✓ Moved by Mike, seconded by Harris, that Jen be authorized to retain those services at that monthly rate, if the contract can be terminated after a few months. carried Motion Carried: Jen will seek short-term consultancy contract from Michael

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Volunteers

- Cal, he has come around again and is willing to help with maintenance for gift cards?
- Board considers gift cards as thank you for specific tasks
- Volunteers from casino thanked with dinner at 1600
- Harris moves that Jen buy \$500 worth of gift cards, Jen's discretion as to how to use them to thank volunteers
- seconded by Maggie.

✓ Motion carried: purchase \$500 worth of gift cards to be used at Jen's discretion to thank volunteers



Mice:

- getting problematic, progressively traps have been set up and are being watched. Points of entry?
- Subsequent to this meeting, by email, Moved by Rob, seconded by Sushma that Jen retain Peregrine Pest Control with Annual Plan: \$115.50 per visit - they come every 4 months to follow up, reset traps find entry point

✓ Motion Carried: Purchase Peregrin Pest Control Annual Plan

Snow Removal

- Currently kindergar ten is cleaning walkway. Bin of salt for preschool to put out
- Jen will check lease to see terms of agreement, who is responsible for snow removal and get quotes from others for reliable service

d. Cathi Groves – City Neighbourhood Partnership Coordinator

- NPC report sent to Sushma after last meeting, Cathi will resend
- Last cheque for HVAC work, as stated by Cal Melrose, will be provided when the work is completed and inspected, so that application for partial subsidy can be completed
- February 6 Annual General Meeting
- Cathi Groves has sent a boiler plate form of script to Harris that can be used
- Applications for funding for community clean up application must be submitted Jan15-Feb15, (do we need social director to coordinate?) packer trucks, signage, garbage bins (additional bins extra: metal, electronics, rubber etc and must be coordinated by us) Cathi Groves will send info regarding clean up

2) Regular Board business

a) Virander's treasurer's report

Virander sent regular financials yesterday. Until cash back for most recent maintenance costs from fan expense reimbursed (up to 75%). Plan is to keep cash when GIC of casino money matures

Seek new social coordinator at AGM

Kevin suggests broadcasting AGM and Social Coordinator by email invitations to entire membership.



- b) PBP Matters newsletter – Should we assign a director as point person ?**
 - c) Board members to review, amend if needed and sign to acknowledge PBPCA Code of Conduct. Tabled for future reference**
 - d) Any conflict of interest policy or other measures needed to ensure that people abide by our By-laws, remain loyal to the Association and protect confidentiality Tabled for future reference**
- 3) New Business**
- Ask Jen to complete application for clean up once set up by Cathi Groves

 - **Upcoming IPC meeting Jan 10**
 - **Potential meeting with CKE CA January 25, 7:30 (ask for reschedule due to lack of availability**
 - **Meeting with councillors**
- 4) Next Meeting: Annual General Meeting Tuesday, February 6 , 2024, 6 PM, immediately before 7 PM AGM**
- Seek new social coordinator at AGM
 - Kevin suggests broadcasting AGM and Social Coordinator by email invitations to entire membership.
 - Should we invite Kourtey Penner to attend?
 - Invite entire membership – use Wild Apricot to do mail out?
 - Give presentation regarding what we have done to respond to Glenmore Landing development proposal
 - Anna: could we utilize bill board in front of school to advertise AGM?
 - Anna will put in request with Jen to explore billboard in front of school
- 5) Adjournment**
- Meeting adjourned at 9:20