

MINUTES OF THE BHCA BOARD MEETING – May 18, 2023

1. Quorum and Call to Order (7:21 pm) Quorum was not achieved; all motions are to be circulated via email for formal approvals

PRESENT: Jeff Kaluski, Stephanie Lane-Kaluski, Richard Fransham, Brook-Lynn Quinlan, Nancy Westran, Keith Moody, Janis Parry, Charlotte Field,

ABSENT: Derek Cheff, Marguerite Born, Tim Tierney, Stephanie Delorme, Ralph Smith, Mikey Hood, Coreen Corcoran, Karim Khan, Martin Guenette, Nicholas Korhonen, Mike Hood

2. Adoption of Agenda: - Reviewed the proposed agenda delivered verbally. ADOPTED

3. Discussion topic: How to improve communications with the community

Brainstorming of ideas. Potentials to improve communications to board members, as well as provide options for board members to respond to public inquiries (without using their personal emails.)

- Have a board@bhca.ca email address and give directions to community members to use specific words in subject lines (and then the appropriate board member can be notified of the incoming request.)
- Have all board members with access to board@bhca.ca
- Have specific email addresses, but only for board members that may interact with the public or have a specific need

The discussion yielded a consensus to have specific emails that could be used for communications, business/sponsorships, events, president, education and finance (for banking.) A generic board email would be also created that all board members could access and review at any time. Specific processes to notify individuals were not detailed yet, specific autoresponder messages to manage community expectations on responsiveness were also not detailed yet but suggested as a potential good practice. It was discussed that new email addresses could be added at a later date, should they be deemed necessary.

Motion put forward by Secretary: The BHCA will set up a generic email address to which all board members will be able to access: board@bhca.ca and six separate email addresses that are mapped to specific board positions that interact directly with community members which are: communications@bhca.ca (Communications and Publicity), business@bhca.ca (Sponsorship/Local business), events@bhca.ca (Special Events/Programs), president@bhca.ca (President), education@bhca.ca (Education Relations), finance@bhca.ca (Treasurer.)

Motion was seconded by Treasurer and all present were in favour.

4. Discussion topic: How to improve board communications (communications between board members)

Currently the board is communicating via Facebook messenger on a giant thread including all members. It is very long and can be very active some days. This may not be an optimal way to communicate. We could simply share our personal email addresses and that would help subgroups email each other as well. A suggestion of a private Facebook group to be created (as all board members seem to be on Facebook) was tabled. This could have a directory of emails, enable smaller group chats as well as the creation of posts for comment, gathering of photos and documents, publishing of minutes etc. This allows all board members to have visibility of what is happening, but only 'tagged' people to have the notifications.

Motion put forward by Secretary: The board will have a private Facebook group, created by the Secretary, that will enable private board-level discussions, calendar of board meetings and touchpoints and filing of board documentation, such as internal (verbose) meeting minutes.

Motion was seconded by the Director of Communications and Publicity and all present were in favour.

5. Appointing of members-at-large

Members-at-Large are previous BHCA board members that lend their experience in an ad hoc capacity. Last year's members-at-large are interested in continuing in their positions but need to be re-appointed by the current board.

Motion put forward by President: The board to appoint Jevin Malta and Sean Plunkett as members-at-large.

Motion was seconded by the BH South Representative and all present were in favour.

6. Discussion topic: Publishing of board minutes to the community

There is a desire to be fully transparent with the community on the nature of the discussions and the board decisions that are being made; however, there is concern of naming the individuals who are voting about specific agenda items. In order to balance the privacy of individuals with the desire to openly disclose board business, a synopsis of the minutes would be made public, removing the specific names or titles of the individuals from the minutes.

Motion put forward by Secretary: The board will publish a synopsis of the minutes to the public website and full verbose minutes to board members.

Motion was seconded by the BH South Representative and all present were in favour.

7. Discussion topic: Review of constitution

There was a discussion about the need to review the constitution. It was last reviewed in 2018. It was recommended that a subcommittee be struck to tackle this task. As an initial first step, it was recommended that everyone review the current constitution, which is publicly posted on the BHCA website.

8. Roundtable discussion

- General discussion around budget reports, the Treasurer confirmed that there is a general report presented at the AGM for public review and monthly spend reports presented at each board meeting.
- The Youth Relations member has gone to Gloucester high school to request additional volunteers for the Clean Up the Capital event.
- General discussion that BHCA provide ideas and instructions on how to donate to a local charity, such as the Food Bank, as part of the BBHGS
- The constitution subcommittee should consider a deadline of October for the new constitution
- General discussion that the private board Facebook group could have individual contact information provided by each member, if they choose, to facilitate intra-board communications
- Previous years meetings have been the last Tuesday of the month at 7pm. There were no objections made at the meeting, but it was not a formal motion
- There is some community desire to have board meetings open to the community; however, there have been previous board meetings that have not been productive with the broader audience. Discussion ensued about having both open (4x per year) and closed (monthly, except for those months when they are open.) No formal motion was made, this topic to be revisited at next meeting
- There was discussion around the pros and cons of incorporating the community association. It was decided that this is a future discussion and is to be tabled at the next meeting
- This may be a good time to get an audit, we haven't had one in awhile, it's a discussion for the next meeting

9. NEXT MEETING: Meetings previously held on last Tuesday of the month at 7pm. Suggested next meeting: **May 30 at 7pm, location TBD.**

10. Meeting Adjourned. (8:11 pm)