

**Cordova Bay Association for Community Affairs (CBACA)
Board of Directors Meeting**

Held: 13th April, 2022
Location: Cordova Bay 55+ at 7:00 pm
In Attendance: Alex Izett, Barb Lucas, Gloria Wills, Brock Nordman, Karen Fediuk, Dave Kuprowsky,
Regrets: Michael Giordano, Anna Hakim, Perry Fanthorpe (+ two positions vacant)
Meeting Start Time: 7:08pm

1. Presentations: None

2. Approval of Agenda

Motion: To approve the agenda, as amended to add 4.9 – Public Art in Cordova Bay.

Moved: Barb / Seconded: David

Carried

3. Approval of Minutes from CBACA BoD Meeting March 8, 2022

Motion: To approve the March 8, 2022 minutes as circulated.

Moved: Gloria / Seconded: David

Carried

4. ACTION ITEMS

4.1 AGM & Nominations Committee

Summary Points:

- 55+ Facility is confirmed with a maximum capacity of 70; all AV equipment will be supplied and Gloria will manage this along with a 55+ representative who will also be in attendance.
- Most CBA committee reports still have not been received.
- No new candidates have come forward to date.
- One of the Nominations Committee members will man the Membership table at the AGM.
- Karen will give the Territorial Acknowledgement.
- Quorum at the AGM is 20, including board members.

Decision / Action:

- Brock to send out an AGM Reminder Notice closer to the date, with inclusion of details regarding the guest speaker and door prizes

Motion: That CBACA buy four \$40 gift certificates at Matticks businesses for door prizes at the AGM.

Moved: Karen / Seconded: Brock

Carried

Motion: That CBACA give 55+ a donation of \$300 for our AGM and facility use for board meetings over the year.

Moved: Alex / Seconded: Gloria

Carried

4.2 Leadership Victoria Submission

Summary Points:

- CBACA was successful in our nomination of Brian Thom, UVic Associate Professor in the Dept. of Anthropology, in the Extending Reconciliation category of these annual awards.

Decision / Action:

- Alex will include this information in his President's Report at the AGM.

4.3 Cordova Bay LAP Update

Summary Points:

- The Cordova Bay LAP has been fully adopted by Saanich Council and is now in use.

4.4 Review of all Action Items from March 8, 2022 board meeting

- a) Board members to submit their reports for the AGM to Alex.

Outcome: To Be Done.

- b) Brock / David to prepare for election voting on the night.

Outcome: Done.

- c) Barb to send Brock and David contact info for potential Nomination Committee members.

Outcome: Done.

- d) Barb to purchase a gift certificate for retiring board member from a local business.

Outcome: Done.

- e) Barb to speak in person, on behalf of the Board, at the Public Hearing (PH) on the LAP on March 15th.

Outcome: Done.

- f) Subject to the outcome of the PH, Alex to contact Cam Scott at Saanich re "guest speaker" at the AGM.

Outcome: Done.

- g) Brock / David to get notice out to members regarding board elections.

Outcome: Done.

- h) Karen / Gloria to finalize questions for Reuben regarding potential changes to CBACA website / security procedures and request a quote.

Outcome: Done.

- i) David to contact UVic regarding the Cordova Bay totem pole currently located at UVic.
Outcome: To be Done.
- j) Cordova Bay Public Art (in whatever form) to be moved to the agenda as an ongoing Action Item.
Outcome: Done.
- k) David to send Alex information regarding the aviation issue brought to CBACA by a resident up on the ridge.
Outcome: Dropped. Alex has responded to the resident.
- l) Transportation Committee to work on drafting a “Common Transportation Topic” article for our website, which would include links to related Ministries / organizations etc.
Outcome: Leave with Anna and the TC.
- m) Gloria to contact Reuben for a password re-set for the generic membership email.
Outcome: Done.
- n) Karen and Perry to sort out the issue with e-transfers for payment of membership fees.
Outcome: Done.
- o) Mike to confirm with The Haro when the CBACA bulletin board will be erected.
Outcome: To Be Done.
- p) The Trio sub-committee will be revisited once Aragon is ready to move forward.
Outcome: To Be Done.
- q) Brock to prepare and purchase an ad specific to Cordova Bay area for our social media to get more “eyes” on the Cordovan photo contest.
Outcome: Done.

4.5 Cordova Bay shoreline – Rip Rock Issue

Tabled.

4.6 Cordova Bay Day

Summary Points:

- Date has been “set” at June 25th, but this is still flexible.
- This will be decided at the follow-up Board meeting immediately after the AGM.

4.7 Community Amenity Contributions - List

Summary Points:

- This is on the Action Item agenda for tracking and board awareness purposes.

4.8 News Release and Article re CBACA Scholarships

Summary Points:

- Karen has received confirmation that Claremont has no concerns about her CBACA article on our Claremont scholarships.

- The last Cordovan was sent to Saanich News but Brock did not have any uptake from them on any article we had in it.

Decision / Action:

- Brock to send the Scholarship article to Saanich News for possible inclusion in an upcoming issue.

4.9 Public Art in Cordova Bay

Summary Points:

- This will remain on the Action Item agenda points for tracking purposes and Board information.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Various correspondence from Saanich Mayor on updates of District of Saanich initiatives; all circulated to the Board.
- Correspondence from a neighbourhood group requesting CBACA assistance in circulating info on their Ukrainian Refugee Appeal – this was put out on mail chimp to our members. All responses were forwarded to the organizing group.
- Correspondence from residents regarding:
 - i. CBACA reasons for supporting the LAP - Barb responded to this inquiry.
 - ii. The aviation issue – Alex has responded
 - iii. The shoreline rip-rock issue – forwarded to Mike.
 - iv. Affordable housing in Cordova Bay – the resident was referred to Saanich
 - v. The possible upcoming closure of the Beach House due to its recent sale – Alex has responded.
 - vi. Membership on the Planning Committee – forwarded to Mike.
- Correspondence from Lana Popham’s office regarding a poster initiated by her office of “Cut The Loop” on face masks – Brock to respond.
- Correspondence from a UVic student regarding a Research Study – this is not something we would normally forward to our membership.

5.2 Administration Items:

Summary Points:

- A review of the CBA annual calendar indicated the following upcoming items: regular board meetings; Cordova Bay Day; Saanich Operating Grant application to be submitted.

5.3 Treasurer's Report

Summary Points:

- Balance in GIC's of about \$21K
- \$667 worth of cheque written over the last month for volunteer thank-you's, Katarina Bookkeeping, Zoom costs, and the Cordovan.
- E-transfer issue has been resolved.
- CBACA accounts are reviewed, never audited. This is due to cost.

Decision / Action:

- The Board recommended that Katarina's Bookkeeping be engaged to review the records for 2022.

5.4 Transportation / Parks Committee (TC)

Summary Points:

- There are 4 people on the TC
- The recent survey submitted to members resulted in 21 online responses and 6 paper submissions. The results have not yet been tabulated.
- Saanich Parks have done some on-site planning regarding Doris Page Park (DPP); volunteers may come through Saanich's Pulling Together Program.
- TC Terms of Reference have been amended to include parks; this will be reviewed at an upcoming TC meeting.
- Kudos to the Sayward Road residents concerned with traffic along this stretch of the corridor! They have now had both the Mayor of Saanich and, recently, the Saanich Chief of Police in attendance to hear their concerns. This has resulted in a speed reader board and traffic police monitoring and ticketing.
- The World Cup Soccer event will be happening again this Easter weekend. As part of Saanich's permitting for the event, the organizers have a Traffic Management Plan in place.

5.5 Membership Report:

Summary Points:

- The Board expressed concern about the annual declining level of membership revenues.

5.6 Planning Report

Summary Points:

- Tree Top Heights development is active again and a neighbour is objecting to the development. This goes back to 2020; Mike will look into further.

- Aragon may still continue to use the Trio property for fill dump. Aragon has re-engaged their architect and may be ready for a presentation this summer.
- Mike will take on Chair of the Trio Sub-committee and all previous 6 sub-committee members have indicated their willingness to be on the committee again.

5.7 SCAN Report:

Decision / Action:

- David to email the Board with any pertinent details once he reviews the SCAN minutes from their last meeting.

5.8 Public Relations:

Summary Points:

- Readership continues at about a 60% to 75% readership rate on our mail chimp communications with members; the Cordovan had a 75% rate.
- Photo contest submissions were received shortly after the Cordovan was released.
- Social media usage is quite light.
- Brock continues to work on a consistent message as to “Why be a CBACA member?”
- Some of the posters placed in condo lobbies were removed quite quickly.
- Brock now has the key to the Matticks Farm CBACA bulletin board.

5.9 Events:

No Report

5.10 Website Report:

Summary Points:

- March stats:
 - #1 – Cordovan with 169 hits
 - #2 – Home Page with 109 hits
 - #3 – Planning with 42 hits.
- Membership had 21 hits which is an indication that people are looking for information about CBACA.

6. OTHER BUSINESS

6.1 The draw was done for the winner of the Cordovan Photo Contest – congratulations to winner Carmen Leeming.

6.2 Gloria will be away after the AGM until June 4th but will be checking her emails.

6.3 As this is Alex's last official board meeting, MANY THANKS to Alex for his commitment to the Board and all his time and effort on behalf of CBACA. The President's role is a big one to fill!

Decision / Action:

- Brock to follow up with Debbie regarding the winner of the photo contest.

Motion to adjourn.

Moved: Karen / **Seconded:** Gloria

Carried

The meeting adjourned at 9:01 pm.