

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

Held: 9th Nov., 2022
Location: Cordova Bay 55+ at 7:00 pm
In Attendance: Board members: Barb Lucas, Ellie Willing, Dave Chater, Gloria Wills, David Kuprowsky, Brock Nordman
Regrets: Anna Hakim; Perry Fanthorpe; Michael Giordano; Karen Fediuk. There is one vacant board position
Meeting Start Time: 7:00pm
Chaired by: Gloria Wills

1. **Presentation:** None

2. **Approval of Agenda**

Motion: To approve the agenda as circulated.

Moved: Brock / Seconded: Ellie

Carried

3. **Approval of Minutes from CBACA BoD Meeting Oct.12, 2022**

Motion: To approve the Oct 12, 2022 minutes as circulated.

Moved: Dave C. / Seconded: Ellie

Carried

4. **ACTION ITEMS**

4.1 Review of all Action Items from Oct.12, 2022 board meeting.

a) David K. to contact UVic regarding the Cordova Bay totem pole currently located at UVic.

Outcome: To Be Done.

b) Brock to send the CBACA Scholarship article to Saanich News for their consideration for inclusion in an upcoming issue.

Outcome: Done. Saanich News does not respond to submissions.

c) Barb to email board members outlining the decision to make the Spring 2023 Cordovan issue our first Direct Mail Drop issue. The Fall 2022 to remain digital as usual.

Outcome: Done.

d) Barb to contact Debbie to inform her of the Cordovan decision and ask her research a "History of Cordova Bay" as part of the Spring 2023 Cordovan.

Outcome: Done.

e) Barb to invite Debbie to our November meeting.

Outcome: Done. Debbie will attend our December meeting.

f) Board to review the Community Amenities Contribution list.

Outcome: To Be Done. Saanich is also doing a review of their CAC policy.

- g) The Board's final Community Amenities Contribution list to be posted on our website with a request for community input.
Outcome: To Be Done.
- h) David K. to take the beach erosion issue to SCAN to see if other CA's have similar concerns.
Outcome: Done. No other CA's have this issue.
- i) Barb to arrange a meeting with the new Mayor.
Outcome: Done.
- j) Board to discuss how to request a Saanich process of having one Councillor allocated to one Community Association to facilitate 2-way communication.
Outcome: Done. Will be brought up at the meeting with the Mayor.
- k) Mike to approach CB Elementary PAC for possible articles / student drawings for the Cordovan and to inform them of our grant process.
Outcome: Done.

4.2 Nominations / Board vacancy

Summary Points:

- No uptake from prospective board members.

Decision / Action:

- Brock to add a "We Need a Board Member" section to the Cordovan email when it goes out to members.

4.3 CBACA Grant – CB Elementary PAC

Tabled.

4.4 Community Amenity Contributions – CBACA list

Tabled.

4.5 Request for One Councillor to One Community Association (CA)

Summary Points:

- There are many more CA's than councillors, it would mean each Councillor would have at least 2 CA's
- Suggest that, if this happens, Councillors be rotated through the CA's after each year.

Decision / Action:

- This is to be brought up in the meeting with the Mayor.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Email from a Saanich Police Officer regarding a presentation to us on scam phonecalls / emails / etc.
- All other correspondence forwarded to the appropriate Board Chair for followup.

5.2 Administration Items:

Summary Points:

- A review of the CBA annual calendar indicated the following upcoming items: regular board meetings; in January the nominations process begins again; setting of the AGM date; annual insurance coverage.

5.3 Treasurer's Report

Summary Points:

- Concern that there is zero membership revenue coming in, and no renewal notices going out.
- Treasurer report is attached as Appendix A.

5.4 Transportation / Parks Committee (TC)

Summary Points:

- Per discussion with Saanich Engineering, existing sidewalk along the CB Elementary School playground between Fenn and Rambler will be replaced and re-aligned along with new bike lanes.
- The sidewalk upgrades and new crosswalks along Cordova Bay Road have been delayed until 2023. "Quick Build" pedestrian walkways projects in Sunnymead and along Del Monte have been put on hold due to resident concerns; more advance communication is requested. These types of projects are intimated in the Active Transportation Plan and the LAP, but in a vague way.
- There are 2 new members to the TC sub-committee, bringing the total to 5.
- Residents of Fable Beach Estates have petitioned Saanich for a sidewalk in front of their property that connects to a marked crosswalk due to safety issues of crossing CB Road. TC is discussing strategy to approach Mayor and Council with our transportation and safety priorities.

5.5 SCAN Report:

Summary Points:

- Nuisance Bylaw issue, relating to second hand cannabis smoke, brought up by Saanich resident and communicated with all CA's will not be taken up by SCAN.
- Mayor will be attending SCAN's December meeting.
- One current member on SCAN recalls the Cordova Bay totem pole in Cordova Bay.
- Other SCAN members do not have beach erosion concerns.
- SCAN was looking for two CA's to send a representative to be part of the Community Amenity Contribution focus group – this was filled – and the outcomes from this initiative will be presented to SCAN at their February 2023 meeting.

5.6 Membership / Advertising Report:

Summary Points:

- Board received Perry's draft cover letter for approaching local businesses for possible ad placement in the Cordovan.
- No renewal notices are going out for memberships.

Decision / Action:

- Perry to lead the discussion at our December meeting regarding what businesses to approach and who will approach which businesses; and then Perry to manage those businesses who indicate they will place ads with us.
- Board to be ready to approach businesses in the first week of January to meet deadlines for doing the Direct Mail Drop Spring Cordovan.
- Board to decide at our December meeting if we open up advertising to any businesses outside Cordova Bay. Consider if the owner lives in Cordova Bay.
- Perry to provide Brock with the latest list of members, updated with new members from AGM and updated emails, for newsletter mail out and to ensure all members are getting our communications.

5.7 Public Relations / Cordovan

Summary Points:

- There continues to be about a 66% to 70% open rate for our mail chimp notices
- Between 530 and 550 emails are on the distribution list
- In October two notices were sent out – a reminder of the ACM and a notice about the recording of the ACM.
- We have a lead on someone to do the graphic layout of the Cordovan; if this person does not accept, a notice will go out on Mail Chimp. For the Summer and Fall Cordovan's we have had to pay someone to fill this need on a very short notice.

- The Spring Cordovan will be a new booklet format, so a graphic design volunteer is needed as of early January.
- MANY THANKS to Ani Ariana for her many years of doing the graphic design and layout of the Cordovan!
- Brock now has the key for our Haro bulletin board.

Motion: That CBACA recognize Ani Ariana for her many years of volunteer service with the Cordovan and to provide her with a gift certificate of \$100.

Moved: Gloria / **Seconded:** Ellie

Carried

Motion: That CBACA approve the payment of \$300 for graphic design services for the Fall 2022 newsletter.

Moved: Barb / **Seconded:** Brock

Carried

5.8 Planning Report:

Summary Points:

- It has been a very quiet period, likely due to the election; nothing new to report since last meeting.

5.9 Events:

Summary Points:

- Cst.Zwaan from Saanich Police has contacted us offering to make a presentation on Fraud Education and Prevention to us or our members.
- This would be a good Speaker Series topic; the audience may be wide – CB55+ has a large membership.
- Final details to be determined in January.

Decision / Action:

- Barb to confirm with Cst.Zwaan of a February 2023 Speaker Series presentation.

5.10 Website:

Summary Points:

- Oct. stats:
 - #1 – Home Page with 177 hits – this is very high!
 - #2 – The Updated Event notice of the ACM recording with 42 hits
 - #3 – Cordovan with 38 hits

6. OTHER BUSINESS

- Ellie will be out of town from December 2022 to end of March 2023 and would like to attend our meetings via video conferencing.

Decision / Action:

- The December board meeting will be via video conferencing using Google Meets. Meetings after that may be in person with attendance by video an option for board members.
- Brock to send a CBACA thank you card for completion of the bulletin board.

Motion to adjourn.

Moved: Gloria / **Seconded:** Brock

Carried

The meeting adjourned at 8:16 pm.

APPENDIX A

Cordova Bay Association for Community Affairs

Treasurer Report Nov.9, 2022

Activity Period: **Oct 8 to Nov 5, 2022**

Regular Banking Activities

Revenue*: \$0.00

Expenses: \$680.64

1. \$55.79 - September zoom and website domain name:

2. \$624.85 -October Board approved expenses:

- #1163 BARA candidate event : \$135.00
- #1164: Canada Post office Box renewal: \$185.85
- E-transfer (Summer costs for Cordovan): \$300.00

\$4.00 - BNS fees

Investment Account:

Balance of \$21,259.76 was split into 2 GICs (cashable and non-redeemable) to have additional funds available.

- 1 year cashable for \$8259.76 at 3.25%. Matures Nov 1, 2023.
 - Maturing Value \$ 8,528.20.
- 13 months non-redeemable for \$13,000 at 4.55%.
 - Matures Dec 1, 2023. Maturity Value \$13,642.33.

BNS Statement - Regular Chequing

Description	Withdrawals	Deposit	Balance
Balance Forward (Oct report)			6,010.13
Sept Cheques (1161, 1162)	55.79		
Oct Cheques (1163,1164)	320.85		
E transfer (Cordovan)	300.00		
BNS Service Charge (Oct 30)	3.00		
BNS E transfer fee	1.00		
Total	680.64		5,329.49

*Outstanding: Scholarship (#1159 @ \$500.00) has not been cashed.

*Note: Email for E-transfers has been updated at the Bank to be treasurer@cbaca.ca. This needs to be updated on the website and any membership or advertising forms.