

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

Held: 14th Dec., 2022
Location: Via Video Conferencing at 7:00 pm
In Attendance: Board members: Barb Lucas, Ellie Willing, Dave Chater, Gloria Wills, Brock Nordman
Anna Hakim, Perry Fanthorpe
Regrets: Michael Giordano; Karen Fediuk; David Kuprowsky. There is one vacant board position
Meeting Start Time: 7:00pm
Chaired by: Gloria Wills

1. Presentation: Debbie Sherwood, Cordovan

Summary Points:

- The Cordovan is issued 3 times per year, timing based on upcoming events such as the AGM or Cordova Bay Day.
- From the decided upon issue date, the Cordovan team works backwards to determine the deadline for receiving articles from the Board and others.
- The spring issue will come with new challenges – a new layout, paid advertisers needing more time to put their ad together, larger print run therefore longer lead time for printing, and connecting with Canada Post for a direct mail drop.
- There is a new member of the Cordovan publishing team – welcome and many thanks to Sari Naworynski – a local CB resident who will take on graphic design.

Decision / Action:

- The “business card” advertisers will not be part of the printed version; they will be on the website only.
- Debbie to confirm the amount of lead time the printer needs for this large print run.

2. Approval of Agenda

Motion: To approve the agenda as amended to have Debbie as first presenter.

Moved: Gloria / Seconded: Barb

Carried

3. Approval of Minutes from CBACA BoD Meeting Nov. 9, 2022

Motion: To approve the Nov.9, 2022 minutes as circulated.

Moved: Gloria. / Seconded: Brock

Carried

4. ACTION ITEMS

4.1 Review of all Action Items from Nov.9, 2022 board meeting.

- a) David K. to contact UVic regarding the Cordova Bay totem pole currently located at UVic.
Outcome: To Be Done.
- b) Board to review the Community Amenities Contribution list and post to our website.
Outcome: Moved to Planning committee.
- c) Request to Mayor Murdock for a One Councillor to One Community Association system
Outcome: Done through SCAN.
- d) Perry to lead the discussion and manage the process of soliciting advertisers for the Spring Cordovan.
Outcome: Done.
- e) Board to be ready to approach businesses in the first week of January.
Outcome: To Be Done.
- f) Board to decide if we open up advertising to any businesses outside Cordova Bay if the owner lives in Cordova Bay
Outcome: To Be Done, based on outcome of initial approach to Cordova Bay businesses.
- g) Perry to provide Brock with latest updated membership list to ensure all members are getting our communications.
Outcome: Done.
- h) Barb to confirm with Cst.Zwaan for her Speaker Series presentation in February 2023.
Outcome: Done.
- i) Brock to send The Haro a CBACA thank you card for completion of the bulletin board.
Outcome: To Be Done.

4.2 Nominations / Board vacancy

Summary Points:

- No uptake from prospective board members.

Decision / Action:

- The 2023 AGM is set for Wednesday April 26, 2023.
- Barb to contact the Mayor's office to request him as guest speaker at our AGM.

4.3 CBACA Grant – CB Elementary PAC

Tabled.

4.4 Community Amenity Contributions – CBACA list

Moved to Planning for attention.

4.5 Meeting with Mayor Murdock

Summary Points:

- Barb, Dave, and Gloria met with Dean Murdock on Nov.24th for about an hour.
- The focus of our presentation was on Pedestrian and Cyclist Safety; a hard copy of our presentation was left with him. Dean committed to meeting with the Director of Engineering on our safety issues.
- When asked about what outcome we can expect from our Delegation to Council on Nov.21st, Dean responded that he would ask Saanich CAO to respond to us.
- Since this meeting on the 24th, Dave reviewed Saanich's online plans for the Rambler / Walema sidewalk updates that are to happen and noted that there is now no plan to include a sidewalk on the east side of CB Road, as stated in the LAP.

Decision / Action:

- Dave to follow up with Mayor Murdock regarding the non-inclusion of sidewalks on the east side of CB Road.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Specific correspondence forwarded to the appropriate Board Chair for followup.
- Email received from the Assistant to Saanich Police Chief Dean Duthie asking if we would be interested in having him attend one of our upcoming board meetings.
- Two emails from residents expressing their support for our delegation on Nov.21st.
- Email from Saanich Police Chief Duthie (to all CA's) inviting participation in the Saanich Police Dept. consultation phase of developing their 2023-2026 Strategic Plan. Many thanks to Gloria for attending this 3 hour workshop!
- Email from Brian Thom requesting attendance at a future board meeting to present his latest project called Cordova Bay UVic Archaeology Summer Field School 2023. The project is an archaeological investigation of First Nation sites in Cordova Bay, a collaboration between UVic, Saanich, the WLC, and Tsawout First Nation
- Email from Don Gunn regarding his retirement from SCAN and indicating that 2 other people have stepped forward to take leadership positions with the organization.

Decision / Action:

- Barb to confirm with Chief Duthie's office that we would like him to attend our March meeting.
- Barb to confirm with Brian Thom his attendance at our January board meeting and to request an article from him for the spring cordovan.

5.2 Administration Items:

Summary Points:

- A review of the CBA annual calendar indicated the following upcoming items: regular board meetings; setting the nominations committee; setting of the AGM date (done); communication with the person doing the annual financial review of CBACA.

5.3 Treasurer's Report

Summary Points:

- Treasurer report is accepted and attached as Appendix A.

5.4 Transportation / Parks Committee (TC)

Summary Points:

- TC now has 8 members.
- The presentation to the Mayor was developed by the TC and was something that the TC felt could be accomplished in 2 to 3 years – bicycle lanes and sidewalks within the village boundaries; pedestrian controlled crosswalks; increase in public transportation frequency through CB.
- General discussions have started about Art in Parks with a few ideas presented.
- Anna announced that Dave C. has agreed to assume the position of Chair of the TC. Anna would like to move to Membership to help Perry with the Advertising side of that committee.

Decision / Action:

- Barb to contact the Art Gallery of Greater Victoria about the Emily Carr painting of Cordova Bay.
- The Board is fully supportive of Dave assuming chair of the TC and Anna moving over to Membership and Advertising.
- Anna to confirm with Gloria the contact info for membership and advertising to be on the website.

5.5 SCAN Report:

Summary Points from David's email:

- Mayor Dean Murdock spoke at the last SCAN meeting.
- There was discussion on appointing a councillor to each CA; Dean was in favour but it will be discussed further at the next SCAN meeting.
- Saanich is waiting on the provincial government mandate for affordable housing before proceeding with any Saanich housing initiatives.

5.6 Membership / Advertising Report:

Summary Points:

- The shared drive has a list of about 50 businesses that have / do advertise with CBACA.
- Membership Renewal notices are being worked on.

Decision / Action:

- Anna to have spreadsheet on shared drive by Monday Dec. 19th, listing all relevant businesses and contact info for board members to choose from.
- Perry to confirm with Debbie what format the advertising file needs to be in for the Cordovan.
- Board will assess if we offer any discount on three print issues after the Spring issue.
- Membership will remain at \$10 per year for households.

5.7 Public Relations / Cordovan

Summary Points:

- The Cordovan had a 78% open rate, which is very high.
- Between 530 and 550 emails are on the distribution list, which directs recipients to our website.
- The distribution list was updated prior to sending out the Cordovan.

5.8 Planning Report:

Summary Points:

- Still very quiet, nothing new to report.

5.9 Events:

Summary Points:

- Gloria attended the Saanich Police Dept. Community Partner Forum, the goal of the workshop being to integrate community priorities into their 2023-2026 Strategic Plan.
- The session topics and formats were:
 1. Furthering feelings of safety and protection within communities;
 2. Being inclusive of diverse community experiences along with views in policing;
 3. Working together on responses to social needs such as mental health and homelessness;
 4. Broadening trust and confidence with the police in communities.
- This is just a start for their process; Gloria expects some feedback from Saanich Police on progress.
- To reiterate upcoming presentations / speakers:

1. Brian Thom will present at our January 2023 board meeting
2. The Speaker Series will resume on Feb. 9th, 2023 with Saanich Detective Cst. Berle Zwaan in Financial Crimes presenting her talk on Fraud Education / Prevention
3. Chief of Saanich Police Dean Duthie will be asked to attend our March board meeting.

5.10 Website:

Summary Points:

- Nov. stats: #1 – Cordovan with 165 hits
#2 – Home page with 140 hits
#3 – News Archives with 36 hits

6. OTHER BUSINESS

None.

Motion to adjourn.

Moved: Gloria / **Seconded:** Ellie

Carried

The meeting adjourned at 8:37pm.

APPENDIX A

Cordova Bay Association for Community Affairs

Treasurer Report Nov.9, 2022

Activity Period: Nov 5 to Dec 12, 2022

Regular Banking Activities

Revenue*: \$10.00 (Nov 22)

Expenses: \$436.56

- E-transfer: Cordovan Photo contest: \$100.00
 - E-transfer (Fall costs for design of Cordovan): \$300.00
 - Postage (30.56)
- \$6.00 - BNS fees (monthly fee of \$3.00 plus e-transfer fees (3.00))

BNS Statement - Regular Chequing

Description	Withdrawals	Deposit	Balance
Balance Forward (Oct report)			5,329.49
E transfer (Cordovan photo contest)	100.00		
E transfer (Cordovan)	300.00		
E transfer (postage)	30.56		
BNS E transfer fee	3.00		
E transfer (Nov 22)		10.00	
BNS Service Charge (Nov 30)	3.00		
Total	436.56	10.00	4,902.93

Outstanding:

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

Monk printing costs (Nov invoice) 230.86 has not yet cleared.