

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

Held: 11th January 2023
Location: Cordova Bay 55+ at 7:00 pm
In Attendance: Board members: Barb Lucas, Ellie Willing, Dave Chater, Gloria Wills, Michael Giordano;
Karen Fediuk, Anna Hakim, Perry Fanthorpe
Regrets: Brock Nordman; David Kuprowsky. There is one vacant board position
Meeting Start Time: 7:03pm
Chaired by: Gloria Wills

1. Presentation: Dr. Brian Thom, Professor, Dept. of Anthropology, UVic: UVic Archaeology Field School Summer 2023

Summary Points:

- UVic and Tsawout First Nation have partnered to run the 2023 summer archaeology field school, a research dig, on municipal waterfronts / public property only, in Cordova Bay.
- District of Saanich is supportive and will supply the necessary permits.
- The project will run from June 28th to August 1st 2023, with some initial site analysis done in the spring of 2023.
- The field school (approximately 12 students supervised by Dr. Thom and others) will be investigating such things as artifacts, food processing areas and indigenous burial sites.
- The Provincial government is currently undergoing legislative reform on the conservation of culturally significant sites; the legislation should be ready within the next 2 years.

Decision / Action:

- CBACA will support this initiative through our communication tools – Cordovan, social media, mail chimp, CBACA website.
- Dr. Thom will do a follow-up Speaker Series event once the project is complete – date TBD.

2. Approval of Agenda

Motion: To approve the agenda as circulated.

Moved: Karen / Seconded: Mike

Carried

3. Approval of Minutes from CBACA BoD Meeting Dec.14, 2022

Motion: To approve the Dec.14, 2022 minutes as circulated.

Moved: Anna. / Seconded: Perry

Carried

4. ACTION ITEMS

4.1 Review of all Action Items from Dec.14, 2022 board meeting.

- a) David K. to contact UVic regarding the Cordova Bay totem pole currently located at UVic.
Outcome: Done. This pole commissioned by UVic. No further action on our part.
- b) Debbie to confirm the amount of lead time required by the printers for the spring Cordovan.
Outcome: Done. Two weeks to be allowed.
- c) Board to commence approaching local businesses for Cordovan ads in January.
Outcome: Done.
- d) Board to decide if we open up advertising to any businesses outside Cordova Bay if the owner lives in Cordova Bay
Outcome: Done. Perry will communicate with any such requests.
- e) Barb to contact Mayor's office to request his attendance as guest speaker at our AGM.
Outcome: Done.
- f) Dave C. to follow up with Mayor Murdock regarding the non-inclusion of sidewalks on the east side of CB Road across from the school.
Outcome: Done.
- g) Barb to confirm the attendance of Saanich Police Chief Duthie for a presentation at an upcoming board meeting.
Outcome: Done, he will attend our Feb.board meeting.
- h) Barb to confirm Brian Thom's attendance at our Jan.board meeting and request an article for the spring Cordovan.
Outcome: Done.
- i) Barb to contact the Art Gallery of Greater Victoria about the Emily Carr painting of Cordova Bay.
Outcome: Done. Barb to now follow up to AGGV for an article about the painting and its image for the spring Cordovan.
- j) Anna to have a spreadsheet on the shared drive by Monday Dec.19th regarding advertisers for the Cordovan.
Outcome: Done.
- k) Perry to confirm with Debbie what format is required for the advertising.
Outcome: Done.

Decision / Action:

- Barb to follow up to AGGV for an article about the painting and its image for the spring Cordovan.
- Gloria to set up a "History of Cordova Bay" tab on our website.

4.2 Nominations Committee / AGM

Summary Points:

- Dean Murdock is confirmed to be our guest speaker at the AGM.
- Nominations Committee Chair and members to be set.

Decision / Action:

- Gloria to determine who is eligible to Chair the nominations committee and circulate this information to the board, requesting a volunteer from the Board to take it on.

4.3 CBACA Grant – CB Elementary PAC

Decision / Action:

- Mike to check with CB Parent Advisory Council if they have any projects they would like help with.

5. NEW BUSINESS

5.1 Correspondence

Summary Points:

- Specific correspondence forwarded to the appropriate Board Chair for follow-up.
- Emails received from Saanich Police Block Watch program.
- Email from a potential advertiser for the annual BC Board Show in Sidney.
- Contacted by the Soul Shakers Band asking if we are hosting any upcoming event with music. Responded indicating the current board vacancy for an event person, but will keep the contact info on file.
- Numerous emails from residents regarding the sale of the Beach House and parking lot lots, including concerns with the 4th lot now part of the package with access on Abbey Road. All have been responded to.
- Contacted by Victoria Buzz, Carla Wilson of the Times Colonist, and Wells Gaetz of CTV Vancouver Island regarding the Beach House / parking lots listings. All responded to; CBACA quoted in the related print articles and Barb interviewed on camera for CTV Vanc.Island.

Decision / Action:

- Barb to ask Block Watch if they want to contribute an article 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; communication with the person doing the annual financial review of CBACA; the Cordovan.

5.3 Treasurer's Report

Summary Points:

- Treasurer report is accepted and attached as Appendix A.

5.4 Transportation / Parks Committee (TC)

Summary Points:

- No further information received from Saanich after the meeting with the Mayor in Nov.2022
- TC is questioning why there will be no sidewalk on the east side of CB Road by CB Elementary School; Dave and Barb will be meeting with Saanich Engineering about this and also asking about the delay in bringing in the new pedestrian crossings along CB Road. Depending on how this meeting goes, the TC will then determine next steps.
- At an upcoming TC meeting, discussion will commence on priorities relating to parks in Cordova Bay, and at the same time communicate with Saanich Parks regarding their priorities.

Decision / Action:

- Mike to contact CB Elementary School PAC to ask if they have any issues with no sidewalk on the east side of CB Road.

5.5 SCAN Report:

No Report – SCAN did not meet in January.

5.6 Membership / Advertising Report:

Summary Points:

- The membership database is being updated; currently 573 emails are active and receiving our Mail Chimp notices.
- Haro businesses have been contacted in person.
- At this time about 2 full pages have been committed to for advertising in the upcoming Cordovan.

Decision / Action:

- Advertisers will be asked for a 50% deposit to save their ad space.
- Perry and Anna to email / contact all advertisers by the end of January to ask for a commitment and answer any questions.
- Karen to arrange for a Direct Deposit Email for Advertising.
- Barb to inform Debbie of the March 31st deadline for having the Cordovan printed and ready to go to Canada Post for the direct mailing.

5.7 Public Relations / Cordovan

Summary Points:

- Per Brock's email – there was a 72% open rate on the one Mail Chimp mailout on the Saanich Emergency Program.
- Board asked to decide what format the Cordovan should take, given this is a new version and will set the style for future issues.

Decision / Action:

- Barb to ask Debbie to have Sari (our new newsletter graphic designer) provide us with ideas and best practice on a layout for the Codovan, ensuring we take advantage of this full colour print style.

5.8 Planning Report:

Summary Points:

- Still very quiet; possible see new action in Cordova Bay during the 2nd half of 2023.

5.9 Events:

Summary Points:

- The Speaker Series with Const. Berle Zwaan of the Saanich Police Financial Crimes Division is confirmed for Thursday February 9th from 7 pm to 8pm.

Decision / Action:

- Barb to arrange with Brock for the Save The Date notice to go out ASAP, with the link going out closer to the date.
- Karen to confirm the number of attendees for Google Meets that we are allowed.

5.10 Website:

Summary Points:

- Dec. stats: #1 – Home Page with 125 hits
 #2 – Membership and Advertising with 32 hits
 #3 – Cordovan with 31 hits

6. OTHER BUSINESS

Decision / Action:

- Anna, Perry and Gloria to coordinate updating the membership form on our website.

Motion to adjourn.

Moved: Ellie / **Seconded:** Dave C.

Carried

The meeting adjourned at 8:48pm.

APPENDIX A

Cordova Bay Association for Community Affairs

Treasurer Report Jan.11, 2023

Activity Period: Dec 13, 2022 to Jan 10, 2023

Regular Banking Activities

Revenue*: \$20.00

Balance change: -\$215.56

BNS Statement - Regular Chequing

| Description | Withdrawals | Deposit | Balance |
|---------------------------------------|-------------|---------|----------|
| Balance Forward (Dec report) | | | 4,902.93 |
| E-Transfer (Dec 22) | | 20.00 | |
| E transfer (Monk Printing, Cordovan) | 230.86 | | |
| BNS E transfer fee and Service Charge | 2.00 | | |
| BNS Service Charge (Dec 30) | 3.00 | | |
| | | | |
| | | | |
| Total | 235.86 | 20.00 | 4,687.07 |

Outstanding:

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