

KAWARTHA VILLAGE CO-OPERATIVE HOMES INC
REGULAR MINUTES

Kawartha Village Co-op
152 Lansdowne St E
Peterborough, ON K9J 8B5

Date: September 19, 2024
Time: 4:00pm
Location: CABCC

Directors: Mary Earls, President
Pat Manfugas, Secretary
Barb Lidster, Treasurer

Dawn Deline, Director
Priscilla Turvey, Director
Lori James, Director

Regrets:

APEX Staff: Bryanna Mitchell, Property Administrator, Angie Carson Senior Property Manager.

BOARD MEETING AGENDA ITEMS

1. Call to Order at: 7:59 PM

2. Approval of Lori as Chairperson and Bryanna Mitchell as recording Secretary

3. Approval of Agenda with additions

8.7 funds on hand request

8.8 Office Hours

A motion was made to approve the agenda with additions.

Motioned by: Dawn Deline

Seconded by: Barb Lidster

Carried

4. Declaration of Conflict of Interest & breaches to the ethical conduct agreement

8.7 Dawn and Barb

5. Approval of Previous Minutes August 8, 2024

Motioned by: Barb Lidster

Seconded by: Pat Manfugas

Carried

6. Reports

6.1 Administration Report

A motion was made to approve the Administration Report

Motioned by: Pat Manfugas

Seconded by: Dawn Deline

Carried

6.2 Finance report – July 2024 & August 2024

Angie and Bry will investigate the term deposit that is coming due on October 3rd and renew with the best rates. Motion made to have management renew term deposit at best rate.

Motioned by: Mary Earls

Seconded by: Dawn Deline

Carried

Funds transferred into a new GIC account in September (see item 8.1), this money will no longer be seen on the balance sheet.

A motion was made to approve the financial report Motion to approve the financial report.

Motioned by: Dawn Deline

Seconded by: Barb Lidster

Carried

6.3 Maintenance report

A motion was made to approve the maintenance report.

Motioned by: Pat Manfugas

Seconded by: Mary Earls

Carried

7. Unfinished Business

7.1 Enviropest – (update to provide)

The Board would like to receive updates from enviropest to let them know if the traps are working effectively. They would like to go with a one-year contract and will decide once quotes are received.

7.2 Good Governance test – CHF Action Plan update (deferred until after the election)

7.3 Quwa Smart Services update and BCA- Pat

Quwa offered to do a zoom meeting or come out and meet with the board to explain the BCA summaries to the board. The board will produce questions and will meet with Quwa during the day. Pat is going to reach out to them to arrange a date.

8. New Business

8.1 As of September - Account 3100 Internal Subsidy Reserve to a new GIC account

Management transferred money into the new GIC account as requested.

8.2 Procedure for Signing Cheques

Cheques can be put in the mailbox. The office will find the old Debit machine and test see what must be done to activate this.

8.3 Information requested from the Board: Dawn Richardson Meeting

The information requested from the meeting with Dawn Richardson has been provided to the Board members.

8.4 Policy Review Committee Parking and Pet Policy Proposed Final Copy for Approval

Once policies are accepted by the Board, they will be sent to Dawn Richardson for review.

The Board will write down their thoughts and pass the policies back to the policy committee.

8.5 Process for dealing with fences, violations of landscaping policies.

This issue is being handed over to the policy committee. In the meantime, we will continue to oversee things the way that they are.

8.6 External membership application process

They go on the waitlist and then they would be presented to the board only if they are being evaluated.

Lori James passed the chair to Angie Carson at 9:40 PM

8.7 Social Committee- Funds on Hand proposal

They will get a prepaid visa for \$500.00 that can be topped up by the office. They will need to sign it out and then return it to the office the same day with receipts. The only exception being if the card is picked up on a Friday and cannot be returned during office hours until the following Tuesday. Motion was made to purchase a pre-paid Visa for the social committee.

Motioned by: Mary Earls

Seconded by: Pat Manfugas

Carried

*** Angie Carson passed the chair back to Lori James at 10:06***

8.8 Office Hours- Later start and finish Wednesday

Motion made to approve the office being open from 11:00 AM to 6:00 PM on Wednesdays.

Motioned by: Pat Manfugas

Seconded by: Barb Lidster

Carried

9. Committees:

9.1 Landscaping Committee

The committee had a meeting last week. They are talking about doing a survey for the members that received vegetables to find out what their thoughts were about it. The committee also wants to send a survey to all the members to find out if they are interested in having a bed in the garden and ask if they are interested in helping with the community garden, as it is for all members to enjoy. They have two new members on the committee. **The committee is meeting next on November 6, 2024.**

9.2 Social Committee

The committee is doing a vendor's show on the 19th and 20th of October from 10:00 AM to 6:00 PM. They are also holding a mini social event before the GMM on the 25th of September. They will be making treat bags for the kids on Halloween. **Their next meeting is October 16th at 10:00 AM.**

9.3 Bylaw review committee

Next meeting to be announced.

Date of Next Board Meeting: To be determined on the 25th after the GMM

10. Meeting Adjourned at: 10:18

Motioned by: Mary Earls

Date: Oct 17/24

Board: 

Board: 