



**Minutes of the Langdon Community Association  
Board of Directors Meeting  
December 17, 2023 – 7:30 pm  
Qualico Resource Centre**

2023-2024 Directors *Names of those present at the meeting are highlighted.*

**Voting Members**

|                         |                      |
|-------------------------|----------------------|
| Chair:                  | Nicole Porquet-Seitz |
| Vice Chair:             | Georga Fisk          |
| Treasurer:              | Brian Ferguson       |
| Secretary:              | Lise Poirier         |
| Communications Lead:    | Nicole Porquet-Seitz |
| Events Director:        | Shawna Weir-Murphy   |
| AGLC Lead:              | Georga Fisk          |
| Capital Projects Lead:  | Tony Baker           |
| Directors of the Board: | Jolene Fieber        |
|                         | Crystal Upstone      |
|                         | Vacant until AGM     |

**Non Voting Members**

|                         |                        |
|-------------------------|------------------------|
| Past Chair;             | Vacant                 |
| Executive Director:     | Vacant                 |
| Library Representative: | Cori Nicholls declined |
| Maintenance Staff:      | Lindsay Grindle        |
|                         | Christy Poirier        |

1. Approval of Agenda- motion for approval Nicole seconded Lise
2. Approval of Minutes from November 19, 2023, Meeting – motion for approval – deferred until January 24 meeting.

3. **Reports**

- a. **Chair:** Nicole Porquet-Seitz
- b. **Vice Chair:** Georga Fisk
- c. **Treasurer:** Brian Ferguson
- d. **Secretary:** Lise Poirier

- e. **Events:** Shawna Weir-Murphy
- f. **AGCL Lead:** Georga Fisk
- g. **Executive Director:** Dimitri Dimopoulos Hired to start Jan 2/24
- h. **Capital Projects:** Tony Baker

#### 4. Old Business

1. **Succession Planning** – review document in SharePoint and add your activities–  
**Action: All** to review and update accordingly – Monthly Item for Agenda
2. **Education** – **ACTION** build in cost in the budget \$1500 – completed.
3. **Skate Shack** – **Action:** update on completion date – Aarkan and Rumuda are working on timeline. Board discussion on the signage: **Motion by Nicole for signage sign on the skate shack as per guidelines and policy. Seconded by Tony - unanimously approved.**
4. **Bobcat repairs –completed.**
5. **Skate Park** – **Action** - this is a spring project.
6. **Pump track** – Christy Poirier to help with this project.
7. **Main sign** – **Action:** LCA will need to purchase a new sign. **ACTION:** Dimitri to complete this task to research this. \$2600 from vandalism budget.
8. **LCA Board Roles and Responsibilities**
  - a. **RCMP checks** – **check to see we all have them signed and file. ACTION:** Nicole and Dimitri to be done annually.
9. **Recreation Centre - \$965 for first fund raiser (kids Christmas Shopping).**
10. Grants –Look at added security for grants – at road – add to task list Lise
11. Update on meetings to be held with LSA/LLL/LCA – Nicole, Georga met with ball teams in Sept and will be meeting quarterly. **ACTION** Georga and Nicole to attend and update the LCA board. Chrissy and Nicole have contacted RVC about lease of occupation for the ball diamonds **ACTION:** Nicole and Dimitri will need to meet with RVC.

#### 5. New Business

1. Preventative maintenance contracts/procedures on LCA equipment
  - a. **ACTION: Dimitri to create the maintenance log on all equipment and preventative maintenance.**  
OK Club – ask if there is someone who would like to help with light bulb changes, minor repairs. – Lise to ask the OK club President.
2. BAND usage parameters for use – quick polls after discussion have occurred. Preference is to have a quick telephone conversation.
3. Executive Director responsibilities versus cleaners and maintenance staff – the new ED is part time so will not be available as prior ED.
  - a. Lindsay task list - ED to maintain this list and oversee progress. Nicole to write out a list of things she needs to do.
  - b. Overseeing volunteers who provide services and time. – ED role.
4. Small equipment list – leaf blower, weed whacker – on list for Spring.
5. Cleaning Contract – discussion about cleaning increase.
6. Ice rink - Need to add a snowblower for Bobcat to clean the rink – to be added as a purchase for LCA.
7. Library board – Shawna attended the meeting. 2<sup>nd</sup> Sunday at 10:30
8. Ice rink chain link fencing – Dimitri to look at this for a grant.
9. Commercial tap repair/replacement – Tony fixed the leaking tap however a new tap replacement still needs to be completed, and light bulb replacements and pantry lights.
10. Policies and procedures for LCA – SharePoint location - Review 1 policy each meeting next meeting it is about 3 quotes.
11. Bingo – need to rotate through the callers, but we need someone to have 2 board members to attend.
12. The code of Conduct needs to sign be signed by all board members.

Meeting adjourned at 9:17  
Next meeting Jan 21, 2024.