

**Cardiff Housing Co-operative Inc.**

Minutes from the meeting of the General Members held at 7:00 PM on Wednesday February 24, 2011 in the meeting room of Cardiff Housing Co-operative Inc., 1460 Bayview Avenue, Toronto, Ontario, M4G 3B3

**Directors of the Co-operative present**

John Williams, President  
Kairn McLellan, Staff Liason

**General Members present**

Jaimie Cowles	Cecile Harvey-Francis	Cecil Walters
Yamini Dave	Elizabeth Moore	David Wichman
Elizabeth DeCorte	Patrick Newman	Jeanette Williamson
Susan Dietrich	Yohann Sampson	
Shelliann Harris	Louise Valois	

**Staff of the Co-operative present**

Judy Roberts, Cardiff Co-Op Manager

**1. Meeting called to order and proof of quorum.**

John Williams opened the meeting and David Wichman took the minutes. A quorum (i.e. 13 members) being present, the meeting was called to order at 7:27 PM.

**2. Approval of Agenda**

MOVED by Patrick Newman, SECONDED by Cecile Harvey-Francis, THAT the agenda be approved as presented.

Carried.

**3. Proof of sufficient notice for meeting**

There was proof of sufficient notice for the meeting.

**4. Motion to approve Minutes of September 15, 2010 Annual General Membership Meeting**

MOVED by Jaime Cowles SECONDED by Louise Valois, THAT the minutes be approved with the following changes:

General Members present: June Graham was added.

Item 12: Carol Newman presented the CHF Canada report on her own behalf.

Carried.

**5. Business arising from minutes**

There was no business arising from the minutes.

**6. President's Report – John Williams**

Cardiff Co-Op President John Williams presented his report to the members. He addressed the following issues:

**Former Member News:** Matt & Jessica, former Cardiff members who moved to Sudbury last year, recently had a baby! They will also be moving back to the neighbourhood later this year.

**Resignation:** Former Co-op president Andrew Cowles stepped down earlier this year due to his busy schedule.

**Good Governance Workshop:** The Board will be holding a workshop soon on effective practices for co-op governance. Details to follow.

**Renovation:** Garage repairs will begin March 16 and last a few weeks. Members affected by parking restrictions will be notified soon of alternatives.

**Upcoming Work:** New fire panel installation will take place soon that will help prevent fines incurred from false alarms.

**Boiler replacement:** The Board is planning to replace our outdated boiler with a high-efficiency boiler. This project is currently scheduled for August 2011.

**Elevator overhaul:** Also this summer, the elevator will need to be overhauled. The Board is strategizing how to complete this major project with minimal disruption to members who depend on the elevator for mobility.

**Misc.:** Selected painting and bathroom repairs will continue.

**7. Committee Reports**

**Membership Selection**

Jaime Cowles reported that the new and improved application package has been completed and is awaiting Board approval. No interviews are scheduled due to limited unit availability and full waiting lists. The committee is also working on adding descriptions of committees and roles

to the welcome package. This addition will hopefully increase member participation.

#### Social

Kairn McLellan reported that the Decorating and Social committees collaborated on holiday decorating of the lobby and the holiday party. Unfortunately, the latter was poorly attended. Members discussed ideas for increasing participation.

#### Green

Judy reported limited recent activity from the Green committee. Nevertheless, various energy-efficiency projects are ongoing and the co-op is benefitting from last year's efforts, including energy-saving light switches and bulbs.

#### Gardening

John Williams thanked members who assisted with watering the gardens last summer. Similar assistance will be appreciated next summer.

### 8. CHFC Report – Carol Newman

On behalf of Carol Newman, Patrick Newman reported highlights from recent **Co-Operative Housing Federation of Toronto** meetings (see attached for more information), including:

- At the November 30, 2010 meeting, CHFT recognized the success of the Atkinson Fund for youth involved in community outreach. To further this initiative, CHFT will be putting forth a resolution to CHFC asking co-ops to encourage youth to run for their co-op boards.
- Bed Bug resources: CHFT has a webpage listing ways to combat bed bugs; all of which have been used successfully by Cardiff, who is mentioned on the page.
- Building insurance has gone up substantially for all co-ops (85% for Cardiff) due to an increase in claims and because Co-Operators Insurance was hit hard by the recession. CHFC has negotiated with them to only increase rates for co-ops who have made claims (Cardiff experienced a fire several years ago, the claim for which continues to affect our rates).

Patrick Newman reported highlights of recent **Co-Operative Housing Federation of Canada** activities, including:

- CHFC is now on Facebook, Twitter, and YouTube. Last year's AGM included a web-conference with a housing organization in Australia. This year's AGM will have a webcast sponsored by Homestars.
- CHFC has successfully saved Thornhill Green Co-Op from receivership. Although CHFC lost the Supreme Court of Canada fight to keep Thornhill Green as a co-op, the judge ruled it could not be sold to York Region. Instead it will be run as social housing.
- Cardiff was one of 12 Ontario co-ops that participated in the GLOBE environmental initiative. We received some funding for our participation.

**9. Review of Proposed budget for year May 1, 2011 to April 30, 2012**

Patrick Newman presented the proposed budget, including the following highlights:

- Cardiff remains in strong financial shape due primarily to the income drawn from the cell phone tower leases.
- Upcoming capital projects will require up to 50% of the reserve fund, but it will recover within 6 or 7 years due to the building's income.
- Maintenance and repair increase in the budget is due to the building's age and to cover the costs of the HST.
- There will be 2% housing charge increase will also help cover these costs.
  - This increase does not apply to members on subsidies.

MOVED by Jeanette Williamson, SECONDED by Yamini Dave, THAT the budget be approved as presented with the 2% Housing Charge increase.

Carried.

**10. Election of Board Members**

i) Nomination of candidates from the floor

Nomination forms were received for Ilene Thompson and for Richard England for the available Board position. Both accepted the nomination. Yamini Dave was nominated from the floor. She accepted the nomination. Jaimie Cowles was nominated from the floor. She declined the nomination. No other nominations were received.

ii) Appointment of Election Officers and Scrutineer

Judy Roberts was appointed as election officer. Jaimie Cowles and Jeanette Williamson were appointed as Counters. Cecile Harvey-Francis was appointed as Scrutineer.

iii) Order of the Day – Polls Open

The members present cast their ballots.

iv) Order of the Day – Polls Close

The Counters tallied the ballots under the supervision of the Scrutineer.

v) Results of Elections

There was a tie. The Board was reminded that the Chair is not to vote in case of a tie. New ballots were created for the tied nominees and the Chair refrained from voting.

Yamini Dave was elected to the Board.

**11. Other Business**

Jaimie Cowles suggested that the sniffer dog for bed bugs be brought in regularly to check the building as a preventive measure against infestation. The Board agreed to consider the idea.

Kairn McLellan let the members know that the Decorating Committee will be working to continue re-decorating the common areas, including the meeting room.

Several members complained about noises from a failing fan on the south side of the building. Judy agreed to investigate.

Jaimie Cowles inquired about a composter for the building. The Board expressed its reluctance due to pest problems. Jaimie recommended individual balcony composters and volunteered to pass some research on to the Green Committee.

**13. Motion to Adjourn**

MOVED by Patrick Newman SECONDED by Yamini, THAT the meeting be adjourned.

Carried

The meeting ended at 8:31 PM

I hereby certify that the above Minutes have been certified and approved at the Board of Directors' meeting held on \_\_\_\_\_, 20\_\_

President

Secretary

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