

Cardiff Housing Co-operative Inc.
1460 Bayview Ave.
Unit 100
Board of Directors Minutes

Date: October 10, 2012

Attendees:

President:	Patrick Newman
Vice-President:	Teresa Porto
Recording Secretary:	David Wichman
Staff Liaison:	Richard England
Board Member:	Darlene McGarry
Treasurer:	Pat Munson

Regrets: Board Member: Gayle Lemon

Staff: Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:00 PM. Patrick Newman chaired the meeting and David Wichman recorded the minutes. (Items are recorded in the minutes in the same order as in the agenda. This may not be the exact sequence in which the business was transacted at the meeting).
2. **Agenda:**
M/S/C by David/Darlene
THAT the Agenda be adopted.
3. **Proof of sufficient notice for meeting:** Sufficient notice was given.
4. **Conflict of Interest:** No conflict of interest was declared.
5. **Approval of Minutes:**
M/S/C by Richard/Darlene
THAT the minutes of September 12, 2012 be approved.

Approval of Confidential Minutes:
M/S/C by David/Darlene
THAT the confidential minutes of September 12, 2012 be approved.
6. **Date of next Board meeting:** Wednesday, November 14, 2012 at 7:00 PM
7. **Meeting with Member:** (See confidential minutes)
8. **Meeting with Jeff McNab, Property Services:**
Jeff McNab reported on Allen's and Arten's duties and performances cleaning and maintaining the building. Shannon and the Board reviewed the contract history with Property Services since 2001 and requested an updated contract that reflected the roles of the maintenance and cleaning staff. Jeff will prepare a revised contract for the next Board meeting (i.e. November 14, 2012).

The Board discussed heating, cooling, and general air circulation issues within the building. Jeff suggested retaining an air-balance specialist to assess and improve air flow issues within the building. Jeff will gather quotes for this work.

Jeff reported gathering quotes from three contractors (with a fourth pending) regarding assessment of the brick work on the building exterior. The complexity of the project prevents quoting the actual repair costs as well.

9. **Financial Statements:**

Cardiff currently has a surplus of \$17 903. Cardiff's investments are roughly \$85 000 lower than in April 2012 due to cashing out investments to pay for the recent elevator modernization project. The Board discussed re-investing \$70 000, as per Shannon's recommendation, as Alterna is only insured by the Canada Deposit Insurance Corp. up to \$100 000.

M/S/C by Darlene/Pat

THAT Cardiff Co-Op invest \$70 000 as a Canada Deposit Insurance Corp.

10. **Approval of Financial Statements:**

M/S/C by Darlene/Richard

THAT the Financial Statements be approved as presented.

11. **Manager's Report**

2020 Vision: Deferred until February

Board Basics Workshop: Confirmed for Tuesday, October 30 at 7:00 PM with instructor Jo Anne MacNamara

Marketing & Membership Approvals:

[Pat Munson abstained from the discussion due to her role on the Membership committee]

M/S/C by Darlene/Richard (Pat abstained)

THAT the applicants recommended by the Membership Committee be approved.

Subsidy Administration: By-laws state that members must pay back or be credited any difference in the amount of subsidy received based on reported income at the time of the annual subsidy verification in comparison to the income earned stated on the Canada Revenue Agency's Notice of Assessment. (This is called subsidy verification.) The Board agreed to put this by-law into practice.

Garage Storage Room Policy: The Board reviewed Shannon's draft of storage room police.

M/S/C by Darlene/Teresa

THAT the draft of the garage storage room policy be approved.

Office Equipment: The Board reviewed issues with current equipment and approved the purchase of a new multi-page feed printer.

Maintenance: JennTeck will be submitting a quote for repairs to prevent backing up of drains in garage and basement.

Cell Tower: Shannon reported on communications with the companies responsible for the various cell towers on the building.

Garbage Room: The Board discussed issues with large items obstructing access to the garbage room. Shannon will post a sign advising members on proper disposal for oversized items.

Garage Clean-Up: Professional power washing will proceed before the end of the year as per contract with Property Services.

Co-Op Sector & Community Outreach: Shannon presented upcoming events by the Ontario Co-Operative Association and interest by Carolyn Bennett, MP for St. Paul's, to visit the co-op.

12. **Confidential Items:** (See Confidential Minutes)

13. **Correspondence:** The Aging in Place committee inquired about the co-op subsidizing devices for seniors to summon help in the event of an emergency.

Cardiff's gardening committee received a garden of distinction award from CHFT. The Board will encourage members to attend the award ceremony.

14. **New Business:** The Board discussed drafting a policy for the key-code access in the lobby. The Board discussed options for trimming the vines on the exterior of building up to the third floor. Shannon will inquire with Property Services.

15. Adjournment: 9:04 pm

M/S/C by Pat/Darlene

THAT the motion be adjourned.

X

Patrick Newman
President

X

David Wichman
Recording Secretary