

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

Date: March 13, 2013

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

Regrets: Board Member: Gayle Lemon

Staff: Shannon Knox

Guest Chair: Brian Eng

1. A quorum (i.e. four members) being present the meeting was called to order at 7:04pm. Brian Eng 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 Darlene/Patrick
THAT the Agenda be adopted. Carried.
3. **Proof of sufficient notice for meeting:** Sufficient notice was given.
4. **Conflict of Interest:** No conflicts of interest were declared.
5. **Date of next Board Meeting:** Wednesday, April 10, 2013 at 7:00 PM.
6. **Approval of Minutes:**
The approval of minutes of February 13, 2013 were deferred until next month's meeting pending distribution of the minutes to the Board members.

Approval of Confidential Minutes:

M/S/C by Darlene/Richard

THAT the confidential minutes of February 13, 2013 be approved. Carried.

7. **Patrick's report re: chairing & efficient meeting strategies**

Patrick reviewed the "ground rules" of board meetings. The Board discussed strategies for fair and efficient participation, including keeping an ordered speakers list. Brian also suggested rotating the chair from meeting to meeting.

8. **Subsidy By-law**

The Board reviewed the process for repealing and replacing co-op by-laws. In the future, members will be notified of by-law changes in advance of the members meeting with the following information:

1. Reason for the change (i.e. why the Board feels it is in the best interest of the co-op);
2. Wording of the existing by-law;
3. Draft of the new by-law.

The Board agreed to prepare a draft this information for the subsidy by-law for the next Board meeting.

9. **Pat Munson's report on green bin program & other buildings**

Pat presented her findings from her recent tours of the organic-waste (i.e. green bin) programs at a 20+ unit condo in the neighbourhood and a 498-unit complex. Highlights include:

- **Participation:** Between 20 and 80 percent tenant participation.
- **Location:** Each facility had a dedicated area for green bins
- **Cleaning:** Green bins could not be cleaned in winter, but odour was less of an issue in the cold.
- **Pests:** General pest control was enough to prevent an increase in pest problems.
- **Education:** Management and staff need to be committed to keeping program working and had dedicated education programs for tenants.

M/S/C by David/Darlene

THAT that Jeff McNab of Property Services be asked to prepare a proposal outlining the logistics of implementing the green bin program. Carried.

10. **Jeff McNab's maintenance reports**

The Board reviewed the maintenance report. The Board agreed to make "Garage Cleaning" a bi-annual item on the "Seasonal Work & Monthly Check List." The Board also discussed recent signs of brick damage on the southeast corner of the building. Brickwork quotes are still under review and will be considered with this new issue.

(See also Confidential Minutes)

11. **Manager's Report:**

Shannon reported on the general operations of the co-op, including the following:

2020 Vision: Cardiff needs to appoint a contact person for 2020 certification.

M/S/C by Teresa/Darlene THAT Shannon be appointed as the CHFC contact for 2020 certification. Carried.

Defibrillator: The Board discussed the possibility of installing an Automated External Defibrillator and agreed to have the Aging in Place Committee for more information.

12. **Confidential Items:**

See confidential minutes.

13. **Correspondence:**

Rooftops Canada is an International Co-Op Development agency to which Cardiff donated previously. They have submitted a letter soliciting another donation. The Board agreed to defer until December.

(See also confidential minutes.)

14. **New Business:**

Accounting program: The current accounting program is a DOS-based software, but it is working. The Board agreed to keep the current program

Pet issues: The Board agreed to send a memo to members reminding them of pet by-laws and general responsibilities.

Swap: Kairn McLellan (303) will be organizing a “swap meet” in the meeting room where members can trade items.

15. Adjournment: 9:19 pm

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary