

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

Date: May 8, 2013

Attendees: President Patrick Newman
Vice-President Teresa Porto
Board Member: Gayle Lemon
Board Member: Darlene McGarry
Treasurer: Pat Munson
Recording Secretary: David Wichman

Regrets: Staff Liaison: Richard England

Staff: Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:00pm. Teresa Porto 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, June 12, 2013 at 7:00 PM.
6. **Approval of Minutes:**
The approval of minutes of April 10, 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/David

THAT the confidential minutes of April 10, 2013 be approved. Carried.

7. **Goal review**

Shannon presented a progress report on the Board's goals, including the following items:

- Automate front doors
 - Cardiff may still be eligible for funding; approval pending.
- Develop modernization standards
 - Results from unit inspections delayed due to rescheduled dates.
- Become a 2020 Co-op
 - Letter drafted;
 - Compass event to be scheduled for June 26, 2013.
- Preserve reserve fund
 - Discussion pending Cardiff's eligibility for remortgaging through the "Blend and Lend" loan process.
- Create a board manual
 - Table of contents to be drafted by June.
- Celebrate achievement
 - Meeting postponed until June.

8. **Financial statements from Barrie Pollock, Bookkeeper**

The Board reviewed the financial statements, including the following items:

- Surplus has lessened due painting & plastering expenses, but is still significant because of lower-than-expected gas costs.
- Administrative schedules are over-budget due to conferences & education.
- Replacement reserve is at a healthy amount, despite significant spending on building maintenance and repairs.
- Patrick noticed that the Municipal taxes (pre-paid) are listed at \$0.00 for current and previous years. Shannon will confirm this category with Barrie.

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

Jeff presented his report, including the following items:

- Ventilation issues in 01 units
 - Repair work has begun.

- Boiler upgrades
 - Two quotes received for engineering of a new boiler system;
 - Jeff recommends a third-party consultation.
- Unit 202 repairs
 - Work completed, inspected, and approved.
- Duct cleaning
 - Laundry room ducts should be cleaned annually (added to season work checklist);
 - Unit ducts should be cleaned every 3 to 5 years; quotes by next Board meeting.
- Window Cleaning
 - Roof anchors have been approved; Shannon to arrange window cleaning.

10. **Green Bin Implementation Proposal**

Jeff and Shannon presented a proposal for implementing the Green Bin program.

M/S/C by Pat/David

THAT the co-op adopt the Green Bin program. Carried. (4 to 1 in favour)

The Board discussed the particulars of the proposal, including the following items:

- Option #1 Exterior parking space #2 be converted into Green Bin storage space.
- Option #2 Exterior parking space #5 to be converted into Green Bin storage space.
- Option #3 Current basement garbage room be used as Green Bin storage space.

M/S/C by Darelene/Patrick

THAT the exterior parking space #2 (closest to the west door) be converted to a Green Bin storage area. Carried. (4 to 1 in favour)

M/S/C by Darelene/Patrick

THAT the door leading to the west stairwell will be replaced with a new door with a locking mechanism. Carried.

M/S/C by Darelene/Patrick

THAT a wooden fence be erected around exterior parking space #2 to house the Green Bins. Carried

11. **Manager's Report:**

Shannon presented her report the Board, including the following items.

- Governance
 - The Board agreed to endorse CHF Canada AGM Resolution R1: “Co-op Housing Makes a Difference” to lobby for more federal support for affordable housing.
- Maintenance Staff
 - The Board discussed options for preventing members from throwing glass down the garbage chute posing a potential danger to maintenance staff.

12. **“In Camera” Meeting: Confidential Items:**

See confidential minutes.

13. **Correspondence:**

- The Member Selection Committee requested clarification on the process of 16-year-old children of members to apply for membership
 - The Board agreed to remind all members of this by-law annually at general meetings.

14. **New Business:**

- Front door ramp
 - The Board discussed options for repairing the uneven ramp by the front doors.

15. Adjournment: 8:54 pm

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary