

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

**Date:** July 10, 2013

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

**Staff:** Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:04 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 Darlene/David.  
**THAT** the Agenda be adopted.
  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, August 14, 2013 at 7:00 PM.
  6. **Approval of Minutes:**  
M/S/C by Richard/Darlene  
**THAT** the confidential minutes of June 12, 2013 be approved.
- Approval of Confidential Minutes:**  
M/S/C by Pat/Theresa  
**THAT** the confidential minutes of June 12, 2013 be approved

## 7. **Goal review**

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

- Become a 2020
  - Compass event: Facilitator re-booked for July 24, 2013
- Celebrate achievement
  - Committee suggestions:
    - Leave archived newsletter copies ("Yak Yak")
    - Post awards & certificates in hallway across from elevator

## 8. **Audit Report from Barrie Pollock, Auditor**

The Board reviewed the audit report, including the following items:

- Revenue
  - Internal subsidy expense has increased; must be funded internally
- Expenses
  - Increase in maintenance indicates appropriate preventive maintenance investment
- Assets
  - Most of arrears amount has been recovered
  - 30% of HST paid out by co-op was rebated
- Liabilities
  - Accumulated surplus is the same as recent years due to CHF standards of funneling such

**M/S/C by Darlene/Theresa**

**THAT** the Audit be approved as presented.

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

Jeff presented his report, including the following items:

- Quotes for automatic front doors
  - New quotes are being sought; previous quotes were 18 months out of date
- Outside garbage area
  - Replacement west door has been ordered and will be installed within the next two weeks
- Boiler upgrades
  - Third-party consultation underway
- Interlock repairs

- Front interlocking brick replaced and inspected
- Duct cleaning
  - Work is being finished up; completed work has been approved by staff
- Central thermostat
  - The Board discussed the issues experienced in past winters with hallway temperature fluctuations caused by individual members adjusting the central thermostat
  - The Board agreed to keep the thermostat set at 21 degrees in the winter and to keep the unit locked

10. **Manager’s Report:**

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

- Participation by-law
  - The Board discussed revising the existing by-law to better reflect how Cardiff operates. (Shannon to contact CHFC for examples.)
- AED Proposal
  - The Aging in Place committee recommends against installing an emergency defibrillator in the building
  - The Board agreed to present the issue to the members at the next general meeting
- Back patio
  - The Board toured the patio and discussed ways to make more efficient use of space; Allan will remove the co-op planters in the common area to create more space
  - Leah submitted options for the purchase of a new co-op barbeque

**M/S/C by Pat/Darlene**

**THAT** the co-op purchase a MASTERCHEF S480 propane barbeque for \$259.88.

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

See confidential minutes.

12. **Correspondence:**

See confidential minutes.

13. **New Business:**

- AACH Meeting
  - Patrick reported CHFC has a dedicated member-to-member area on their website where co-ops can share knowledge, experience, and problem-solving.
- Pest Control
  - The Board discussed treating the 7<sup>th</sup> floor based on several recent reports of insects.

14. Adjournment: 9:09 pm

**X** \_\_\_\_\_  
Patrick Newman  
President

**X** \_\_\_\_\_  
David Wichman  
Recording Secretary