

## **Cardiff Housing Co-operative Inc.**

Minutes from the meeting of the General Members held at 7:00 PM on Wednesday, August 27, 2013 in the meeting room of Cardiff Housing Co-operative Inc., 1460 Bayview Avenue, Toronto, Ontario, M4G 3B3

### **Directors of the Co-operative present**

President	Patrick Newman (802)
Vice-President	Teresa Porto (503)
Treasurer:	Pat Munson (501)
Recording Secretary:	David Wichman (706)
Board Member:	Gale Lemon (606)

**Staff:** Shannon Knox, Cardiff Co-Op Manager

### **General Members present**

Steve Ahier (103)	Margaret Moutrey (204)	Chris Parker (406)
Jaime Cowles (601)	Ruben Nepomuceno	Ric Parker (406)
Elizabeth DeCorte (403)	(201)	Louise Valois (704)
Barbara Delville (304)	Teresita Nepomuceno	Cecil Walters (205)
Susan Dietrich (302)	(201)	
Kairn McLellan (303)	Carol Newman (802)	

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

Patrick Newman opened the meeting and David Wichman took the minutes. A quorum (i.e. 12 members) being present, the meeting was called to order at 7:04 PM.

### **2. Approval of Agenda**

M/S/C Barbara/Gale  
**THAT** the agenda be approved as presented.

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

There was proof of sufficient notice for the meeting.

### **4. 16+ Membership reminder**

Members were reminded that when children of members turn 16, these young people are required by by-law to become members of the co-op.

**5. Auditor's Report: Ed Roscetti**

Ed Roscetti was unable to attend the meeting. Shannon read aloud a report prepared by Ed, including the following highlights:

- Revenue
  - Vacancy loss is down from previous year
  - Total revenue is higher due to HST revenue (calculated differently from 2012)
- Expenditures
  - Increased maintenance costs due to installation of storage room in garage.
- Assets & liabilities
  - Current assets include CHFC payments and HST rebate
  - Payroll deductions split according to new CRA guidelines
- Subsidy/Surplus Reserve
  - Accumulated surplus remains the same from previous years as per CHFC guidelines.

**6. Appointment of auditor for 2013-14 fiscal year**

M/S/C Carol/Barbara

**THAT** Ed Roscetti be appointed as the auditor for the 2013-2014 fiscal year.

**7. Motion to approve Minutes of February 27th, 2013**

M/S/C Jaimie/Gale

**THAT** the minutes be approved with the following spelling corrections:

Ruben Nepomuceno (201)  
Teresita Nepomuceno (201)

**8. Business arising from minutes**

There was no business arising from the minutes.

**9. Confirmation of by-laws**

M/S/C Gale/Teresa

**THAT** we confirm By-law No. 36, the new Housing Charge Subsidy By-law as adopted by the board of directors of the co-op, and repeal By-law No. 7, the old Housing Charge Assistance By-law, and By-law No. 19, an amendment to the old Housing Charge Assistance By-law.

(Two abstentions.)

## **10. Elections: 3 Board positions available**

Pat, Jaimie, and Karin were appointed as scrutineers.

Patrick Newman agreed to run again.

Barbara Delville was nominated and accepted the nomination to run.

Leah McClare was nominated but not present. (She has 10 days to confirm or decline the nomination.)

Patrick, Barbara, and Leah were elected by acclamation.

## **11. President's Report – Patrick Newman**

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

President's role

- Patrick reviewed some of the responsibilities of a co-op president, including:
  - Chairing meetings (although the Board has recently adopted the practice of rotating Chairing duties during meetings)
  - Speaking on behalf of the Board at CHFC events

Co-op Goals

- This year, the Board received training on effective goal setting and planning
- Patrick updated the members on priority goals

Front Door Automation

- Patrick updated members on the progress of the work, which is on target for completion by December 2013.

## **12. Committee Reports**

Aging in Place

Louise Valois presented the report, including the following information:

- Committee currently has 4 members with a 5<sup>th</sup> joining next month
- 60% of co-op members are seniors
- Bulletin board about issues relevant to seniors is set up across from elevator in basement; the committee would like to move the board to the laundry room

- Committee members research issues relevant to seniors, attend workshops, and recently visited Stanley Knowles Co-Op to review their practices regarding senior members
- The members discussed options for outreach to housebound senior members, including re-issuing a CHFC survey on senior issues
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#### Membership Selection

Pat Munson presented the report, including the following information:

- All waiting lists are currently closed

#### Gardening

Louise reported on the activities of the gardening committee during a challenging summer of heat and a blight that affected the impatiens.

### 13. CHF Delegate Report – Carol Newman

On behalf of Carol Newman, Patrick Newman reported highlights from recent **Co-Operative Housing Federation of Toronto** and **Co-Operative Housing Federation of Canada** meetings:

- Duty to Accommodate workshop (facilitated by Centre for Equality Rights & Accommodation)
  - Helpful overview of best practices to ensure persons with disabilities experience full accessibility.
- Diversity Discussion forum
  - Helpful overview of best practices to ensure inclusivity and complying with legislation.
- Refinancing Section 95 Co-ops
  - Review of program for refinancing co-ops whose mortgages expire in coming years and who need to refinance.

M/S/C Jaimie/Pat

**THAT** Carol be re-appointed as CHF Delegate for 2013-2014.

### 14. New Business

#### Side Door

- The door to the green bin area will soon be receiving an automated door; the Board will investigate also installing a ramp.

#### AED Proposal

- Shannon presented a proposal for installation of an Automated Emergency Defibrillator for the building.

- The Board agreed to research portable models that could be retrieved and taken

**M/S/C Jaime/Barbara**

**THAT** the Co-Op install a portable Automated Emergency Defibrillator in the lobby.

(3 opposed.)

**15. Motion to Adjourn**

**M/S/C Teresa/Gale**

**THAT** the meeting be adjourned.

The meeting ended at 8:54 PM

I hereby certify that the above Minutes have been certified and approved at the Board of Directors' meeting held on August 27, 2013.

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

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