

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

Date: March 12, 2014

Attendees:	President:	Patrick Newman
	Vice-President:	Teresa Porto
	Treasurer:	Leah McClare
	Staff Liaison:	Darlene McGarry
	Recording Secretary:	David Wichman
	Board Member:	Gale Lemon

Regrets:

Staff: Shannon Knox

1. A quorum (i.e. four Board members) being present the meeting was called to order at 7:00 pm. Gale Lemon 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/Leah
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, April 9 at 7:00 PM.
6. **Motion to approve open minutes of February 5, 2014:**

M/S/C by Darlene/Patrick

THAT the general minutes from the February 5, 2014 Board meeting be approved.

7. **Work orders**

The Board discussed updating the work order policy:

- Shannon has been in discussions with Allan to review work orders with her several times a week.
 - Work orders now must be filed by members in hard copy or via e-mail.
 - Hard copies of completed orders will be filed according to unit numbers.
 - Follow-up e-mails are now being sent to members.
 - The Board agreed to add a satisfaction survey to the standard follow-up letter.

8. **Goal Progress, including Table of Contents discussion:**

The Board reviewed the progress of goals, including the following items:

- Goal tracking process

M/S/C by Darlene/Leah

THAT the Shannon's hours be extended by 2.5 hours per week, beginning in April 2014, to devote to tracking goal progress.

- Manual for Board Members
 - The Board discussed a proposed table of contents.
 - Teresa will update the draft based on discussion for next meeting.

9. **Fob Policy**

The board reviewed the current policy for issuing fobs to activate the automatic doors.

- The Board agreed to implement a policy allowing members who do not require use of mobility devices to purchase automatic door-opening fobs for \$70 (cost of the device) refundable upon moving out.

10. **Financial Statements:**

The Board reviewed the latest financial documents.

M/S/C by Darlene/Leah

THAT the financial statements be approved as presented.

11. **Manager's Report:**

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

- Board member Barbra DeVille has resigned
 - Darlene agreed to take on the Staff Liaison duties

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

- See confidential minutes

13. **Correspondence:**

(See confidential minutes.)

14. **New Business:**

- Automatic Doors
 - The Board discussed making improvements to accessibility of the main doors, including extending automatic door opener duration and allowing easier opening of the second double door.

15. **Training Share – Leah and Teresa**

- Deferred until the next meeting.

16. **Assignment of Chair**

- Leah was appointed as the chair for the next meeting.

17. **Adjournment:** 8:36 PM

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary