

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

**Date:** December 12, 2012

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

**Regrets:**

**Staff:** Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:00pm. 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/Richard  
**THAT** the Agenda be adopted.
3. **Proof of sufficient notice for meeting:** Sufficient notice was given.
4. **Conflict of Interest:** No conflict of interest was declared.
5. **Date of next Board Meeting:** Wednesday, January 9, 2013 at 7:00 PM
6. **Meeting with CHF delegate:**  
Carol Newman presented information from the Canadian Housing Federation. The board discussed sending Carol as the Cardiff representative to the CHF Canada conference in June in Calgary, Alberta.

**M/S/C by David/Teresa**

**THAT** the Board approve to fund Carol Newman's attendance to the 2013 CHFC conference in Calgary, Alberta. Carried.

7. **Board discussion: How to improve our meeting times?**

The Board discussed issues that tended to delay meetings and reviewed strategies to prevent such delays, including retaining a chair from CHFT for meetings.

8. **Approval of Minutes:**

**M/S/C by Darlene/Gale**

**THAT** the minutes of November 14, 2012 be approved with the correction of Pat Munson's name on the first page. Carried.

**Approval of Confidential Minutes:**

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

**THAT** the confidential minutes of November 14, 2012 be approved. Carried.

9. **Contract renewal with Property Services:**

The Board discussed the terms on schedule C, item 5, that indicate Property Services will charge a fee of 8% to 10 % for seeking consultants on large projects. The board agreed to ask for clarification of this process in the contract.

10. **Financial Statements:**

The Board discussed the year-to-date variance in "Building Interior Repairs" (page 3) costs versus amount budgeted. Although the total contracted maintenance difference was less, Shannon will investigate the specifics of repair costs so far this year.

11. **Approval of Financial Statements:**

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

**THAT** the Financial Statements be approved as presented. Carried.

12. **Manager's Report:**

**Arrears:** (See Confidential minutes.)

**CHFT Planning Meeting:** Teresa and Pat reported on their experiences at a recent CHFT workshop.

**Planning Meeting:** The Board agreed to schedule a planning meeting for January 2, 2013 at 7:00 PM with a representative from CHFT.

**Financial Insurance:** The board discussed investing in a cashable GIC, wherein the funds are unavailable for the first 60 days but thereafter can be accessed at any time.

**M/S/C by Darlene/Teresa**

**THAT** Cardiff Co-Op invest in a cashable GIC. Carried.

**Cell Tower Consulting:** Shannon reported on the status of ongoing issues with WIND, Rogers, and Bell and with input provided by consultant Glenn Gray.

**LEAC Shield Contract:** Shannon presented a new contract proposed by a leak prevention firm retained by the co-op in 2011.

**M/S/C by Darlene/Gayle**

**THAT** the contract be signed as presented. Carried.

**By-Laws:** Shannon reported on editing the by-laws for presentation and clarity.

**M/S/C by Darlene/Teresa**

**THAT** the updated by-laws be approved as presented. Carried.

13. **Confidential Items:**
14. Correspondence: See Confidential minutes.
15. New Business:
  - a. Key Policy: The board discussed the proposed policy for high security keys. Shannon to present the revised policy at the next meeting.
  - b. Green bin: The board discussed participating in the city's organic waste green bin program. Shannon to investigate bringing a building manager who has been through the process to advise the board.
  - c. Garbage room: The board discussed installing an automatic door-closing mechanism and motion-activate light.
  - d. Christmas bonuses and donations:
    - i. Donations: The board agreed to make three donations, in the same amounts as last year, to a local charity that helps with homeless, Nature Conservancy of Canada, and Big Brothers Big Sisters of Toronto.
    - ii. Bonuses: (See confidential minutes)

16. Adjournment: 9:09pm

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

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