

Cardiff Housing Co-operative Inc.

Minutes from the meeting of the General Members held at 7:00 PM on Tuesday, February 25, 2014 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
Vice-President:	Teresa Porto
Board Member:	Darlene McGarry
Recording Secretary:	David Wichman

Regrets:	Staff Liaison:	Barbara Delville
	Board Member:	Gale Lemon
	Treasurer:	Leah McClare

Staff: Shannon Knox, Cardiff Co-Op Manager

General Members present

Lisa Bell (305)	Margaret Moutrey (204)	Jessica Reynolds (105)
Jaime Cowles (601)	Pat Munson (501)	Cecil Walters (205)
Susan Dietrich (302)	Carol Newman (802)	
Richard England (603)	Chris Parker (406)	

1. Meeting called to order and proof of quorum.

Patrick Newman opened the meeting and David Wichman took the minutes. A quorum (i.e.13 members) being present, the meeting was called to order at 7:00 PM.

2. Approval of Agenda

M/S/C Darlene/Richard
THAT the agenda be approved as presented.

3. Proof of sufficient notice for meeting

There was proof of sufficient notice for the meeting.

4. Review of Proposed budget for year May 1, 2014 to April 30, 2015

Shannon presented the proposed budget, including the following highlights:

- New item on page 2
 - Item #26: "Corrosion Control"
- New item on page 3
 - Item # 20: "Donations"
- Housing charge increase

M/S/C Darlene/Carol

THAT the housing charge be increased by 2.0% for the budget year May 1, 2014 to April 30, 2105.

(1 abstention)

M/S/C Darlene/Jaime

THAT the budget be approved as presented.

(1 abstention)

5. Proposal to adopt new Mission Statement, Values and Vision for the Future

The members discussed the core values and proposed mission statement as required for 2020 Vision certification through the Co-Operative Housing Federation of Canada.

- Core values
 - Democracy
 - Respect
 - Affordability
 - Responsibility
 - Safety
- Mission Statement
 - Our mission is to provide a community that is respectful and affordable for our members.
- Vision for the Future
 - Cardiff Housing Co-operative is a community that is considerate and respectful of each other. We want to maintain a community that is democratically run.
 - We will maintain our buildings to ensure our membership has safe and well-maintained homes. For that reason we will try to put aside adequate money in reserves to do a good job of maintaining our homes.
 - We will endeavor to ensure that our current members can stay if they wish.
 - We are committed to the co-op housing model.

M/S/C Richard/Pat

THAT the new Mission Statement, Values, and Visions for the Future be approved as presented.

6. Motion to approve Minutes of August 27th, 2013

M/S/C Darlene/Richard

THAT the minutes be approved as presented, with the correction of “acclamation” on page 3.

7. Business arising from minutes

There was no business arising from the minutes.

8. Maintenance report presented by Jeff McNab (Questions welcome)

Jeff reported on the following items:

- Boiler upgrades/Energy Audit
 - Property Services has met with an energy efficiency organization that may offer funding to upgrading equipment pending eligibility from an energy audit.
- Air Balancer
 - Even air floor through hallways should result from upcoming “air balancing” work on fans and vents to regulate airflow.
- Outside brick repairs
 - Property Services has been working with cell tower companies to contribute to costs for replacement of exterior bricks.
 - An engineer has provided the co-op with the scope of work.
- Laundry room door holder
 - A magnetic door holder will soon be installed on the laundry room door to allow members to keep the door open at all times; the device will automatically release and close the door in the event of a fire alarm.
- Balcony inspection
 - R & C engineering will be inspecting the balconies in the spring to assess the need for maintenance or repairs.
- Carpet replacement
 - A quote for replacement, commercial-grade carpets in the common areas is pending selection of a carpet sample by the Board.
 - Options will be presented to the members before the end of the fiscal year (i.e. April 30, 2014)

9. Dotmocracy: What do you want in a maintenance reporting system?

The members were asked to give their input regarding the most effective system for reporting and tracking maintenance work.

- Members asked for the following:
 - On-line work order option
 - Confirmation of receipt of work orders
 - Follow-up after work is complete
 - No work should be completed without a work order
 - Consistent advanced notice when maintenance workers will be entering units

10. Board Report – Patrick Newman

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

By-laws- With the assistance of CHFT the by-laws are going to be updated. Many of the by-laws will be combined with the Occupancy and Organizational by-laws. This will help reduce the number of by-laws and eliminate some of the duplication.

Board Manual - A board manual is being created as a guideline for the board and for new board members.

Bathroom standardization - An ad-hoc committee has been formed to assist the board with a standard uniform plan for bathroom to upgrade bathrooms and when completed will begin the same procedure for the kitchens.

Member Survey - A member satisfaction survey was done a few years ago and will be done again to gauge the satisfaction of members and areas that may need improvement.

Heating & Air Contract - The Board approved a company that will oversee the maintenance of the boilers, pumps and air intake make up unit.

Brickwork - There is major brickwork that needs to be done and it may be very expensive. The boiler replacement may have to be deferred but there is major issue with the system.

Board Training & Goal Setting - In November the board received basic board training and a separate session on goal setting.

Governance Test - The Board recently completed the governance test and discussed the responses. Overall the test showed that the board adheres to good governance practices.

Long term financial planning - Finally, Barrie our bookkeeper is assisting the board with the long term goal fiscal plan using the report that The Agency for Co-operative Housing completed. It forecasts to 2021 (the point where our operating agreement ends).

11. Committee reports (Aging in Place, Member Selection)

Member Selection

- Pat Munson presented the committee report, including the following items:
 - Interviews are up to date
 - Waiting lists are closed
 - 2-bedroom waiting list may be opening soon

Aging in Place

- Chris Parker presented the committee report, including the following items:
 - Fall pot luck was attended by 9 members
 - Defibrillator report prepared for Board

- Bulletin board has been prepared and regularly updated
- Upcoming info session on wills and power of attorney set for May

12. CHF Delegate Report – Carol Newman

Carol Newman reported the following highlights:

- CHFT
 - Closing the Housing Gap
 - In November, the Toronto Community Housing and the City of Toronto sponsored 40 delegates to travel to Parliament Hill to rally support among the Conservative government for affordable housing.
 - CHFT organized a gathering earlier this year to hear Toronto City Councilors Pam McConnel & Kristyn Wong-Tam discuss the *Close the Housing Gap* campaign to secure funding from federal and social housing. CHFT executive director Tom Clement spoke about the impact of the end of operating agreements.
 - Cardiff was awarded a “garden of distinction” award for 2013 and was runner up for “garden of the year”
- CHFC Canada
 - Eviction Law Reform
 - June 2013 saw introduction of reform whereby co-ops no longer need to go through lengthy & expensive process regarding evictions; co-ops can now use tribunal as landlords do
 - CHF Canada AGM scheduled in Ottawa for June 5-8, 2014
 - CHF Canada Government Relations
 - Conservative MPs of the Housing caucus in Ottawa met with three CHFC staff last week to discuss the end of operating agreements.

13. New Business

Recycling area gate

- The issue of the sticking gate was raised.
 - Shannon advised that the gate will be fixed when the weather improves.

Co-op laptop

- The issue of the communal laptop's speed and toner was raised.
 - Shannon advised that the laptop was recently maintained and that she can fill the toner when notified.

Emergency resources

- Members discussed options for assisting members with support and supplies during blackouts and other emergencies.
- A notice will circulate soon with suggestions for members to assemble their own emergency supplies. Members are encouraged to post notices,

during emergencies, of supplies and services they have available to other members.

14. Draw

The draw was held for the door prizes of two President's Choice gift cards.

- Congratulations to Cecil and Margaret!

15. Motion to Adjourn

M/S/C Jaime/Richard

THAT the meeting be adjourned.

The meeting ended at 8:21 PM

I hereby certify that the above Minutes have been certified and approved at the Board of Directors' meeting held on February 25, 2014.

X_____
Patrick Newman
President

X_____
David Wichman
Recording Secretary