

**Community Activities Group (CAG)  
Board Meeting – 19 September 2017**

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**Present**

Lynne Byford  
Lisa Dunnett  
Melanie Gilbert  
Tina Raymond  
Don Stephenson  
Carol Workun  
Stacey Wowchuk

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**Meeting called to order – 7:18 pm**

**Approval of the Agenda – Lynne/Lisa**

**Approval of minutes from June 2017**

- Proposal to approve Board minutes electronically going forward:
  - Draft minutes will be distributed within 7 calendar days to Board members to improve efficiency and timeliness.
  - Members will have 7 calendar days to return comments to the Secretary (in track changes).
  - Amended minutes will be circulated to Board members in order to obtain final approval at the following CAG Board meeting.
  - Approval of last month's minutes are deferred to the next meeting.

**Executive Director's (ED) Report**

- No questions following the report.

**Fall Festival**

- Additional money has been secured for the fall festival in light of Canada 150.
- New activities include a petting zoo, bouncy castle and additional food trucks.
- Any volunteers should be directed to Lisa.

**2017-18 Budget**

- In-camera

Motion to approve the proposed budget – Lynne/Tina (carried)

**Board Recruitment**

- There are vacancies on the board that need to be filled.
- A Nomination Committee should be created, which includes a mix of Board members who have at least one year of experience on the Board and intend to stay on.

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- The Nomination Committee will propose criteria for new board members and board orientation.
- Don, Melanie and Lisa volunteer to be part of the nomination committee.

Motion to create the Nomination Committee – Lynne/Stacey (carried)

**AGM Planning**

- The AGM is planned for November 14, 2017.
- Don will reach out as required for assistance.

**Transparency and Inclusion**

- A draft policy was tabled to begin discussion.
- Members should provide their feedback to Don electronically.
- Discussions to come in upcoming meetings.

**CAG Sustainability Plan**

- Documents were tabled.
- Members were asked to provide feedback to Don electronically.
- Discussions to come in upcoming meetings.

**ED Pay Review**

- In-camera

A full pay review was conducted and as a result of that review there was recommendation and motion to increase the ED salary by \$2.61/hour – Lynne / Tina (carried)

Motion to change next meeting to October 24 (due to absence of two board members) – Lisa / Stacey (carried)

**Motion to adjourn – Lisa / Stacey**

**Time 8:54 pm**

**Action Items:**

- All to review the following three proposals and share feedback electronically:
  - Transparency
  - Inclusion
  - Sustainability Plan

Two handwritten signatures in blue ink are visible at the bottom of the page. The top signature is more complex and stylized, while the bottom one is simpler and more cursive.

## **Executive Director Report for September 2017 meeting**

- **Kindergarten Daycare**

Met with the Committee of the Board appointed to progress this and it is agreed that the next step is a survey to determine need in the community now that the situation has settled. The survey will be circulated during the week starting September 18 and close at the Fall Festival on October 9. In the interim we will continue to progress the application with the goal of a JK/SK program for September 2018. There are still some significant hurdles to overcome: Hopewell bus, ECE Supervisor position etc.

Given the uncertainty of the Hopewell bus, I met with Rainbow Kidschool at Lady Evelyn over the summer. There is potential for a considerable number of additional Kindergarten after school places at that location. Pricing is similar to our offering and it is in our community which has been indicated as important by many community families. We have jointly enquired about the possibility of the Hopewell bus dropping there. It should be noted that it has come to light that children in SK can join the current program once they reach their sixth birthday. This information will be circulated to the community.

- **CAG Budget 2017-18**

Considerable time was devoted to a challenging budget this summer. Thank you to Don and Lynne for their considerable support.

- **FYE 2016-17**

The year end 2016-17 actuals are included as a comparison in the budget proposal. There is still the possibility of small changes in that report as the final few expenses come in but nothing major is anticipated. You will note a healthy surplus.

Lynne and I will meet in the coming weeks to review this, finalize the report, and make recommendations for allocation of the surplus to report to the October 2017 meeting. At that time we will also present the FYE Balance Sheet.

- **Main Event**

The Main Event and Main Street Re-Opening event was a well attended success in June. Feedback from the community was that "it just felt right" to have the event back on Main Street.

- **Fall Festival**

The CAG Fall Festival is to take place on October 9, 10am – 2pm (raindate October 14) and will run in conjunction with the annual Pumpkin Sale. We have Civics Event funding for this event again this year of \$3000. This is a significant increase on the funding provided in 2016 and as such you can look forward to an even better event!

- **Summer Camp**

Summer Camp was a great success this year with most camps sold out or close to maximum numbers. We started with a Camp for kids who finished school early as part of the French Board at the Old Town Hall, then had four great weeks of Canoe Kids at Brantwood followed by four weeks of camps for the younger set, also at Brantwood.

- **After School**

After school programs re-started on September 5. There have been the usual challenges with regard busing etc but we expect to settle into a more predictable pattern as we go into week two.

I am excited to report that I have hired two excellent program Supervisors over the summer, one for each program. These Supervisors have strong child care experience and/or qualifications and are available to