

East Beaches Social Scene
Board Meeting Minutes
March 19, 2020

Present:	Heather Dionne	Regrets:	Gloria Lemke
	Mary McIntosh (by phone)		Rod Bollman
	Dennis Muldrew		Tom Farrell
	Lee Jackson		
	Frank Bagnall		
	Andrea Markowski		
	Brad Marr		
	Al Rear		
	Tammi Kelly		

Heather Dionne opened the meeting at 10:00 a.m.

Agenda: To discuss closure of and procedures for the Social Scene amid the COVID-19 pandemic.

Discussion:

- 4-8 weeks minimum closure recommended by the Center for Disease Control
- Club members are in the vulnerable age range for contracting COVID-19
- Club should be closed, but for how long?
- people are returning to Victoria Beach from winter trips – what will happen?
- language of signage to indicate we are CLOSED
- we should communicate to members that we are closed for now and will re-evaluate our closure adhering to advice from Manitoba Health and government and keep membership informed
- it may help to take wording for anything sent out to membership by referring to notices sent by other organizations
- the Board should have regular meetings to update the status of our closure, by conference call, not face-to-face, and not by email, so group discussion may more easily be shared. An email could be sent to the Board members to arrange for a conference call time.
- the Board should set a time to meet again and reassess

How to serve our seniors, while the Club is closed?

- should it be the Resource Centre? – not happening
- our mission is to provide activities and in conjunction with the Resource Centre, programs
- we could be helping the isolated members of our Club
- this is an opportunity to help members, but how? What should we be doing?
- phone calls and emails have been received by Tammi asking what is the Social Scene doing?
- should the Phone-a-Friend program be reinstated?
- the Club is closed, and we can communicate electronically, but everyone does not have the electronic means and may need contact and reassurance. How to identify?
- volunteers would be needed to make the calls. A guideline could be provided to callers as to information or advice to have at hand.

- should we, as a Club, be offering to deliver groceries and prescriptions? NO – the virus is escalating and there is more concern. Private citizens can help friends and neighbors, but the Club should not take this on.

MOTION: Frank moved that the Club close until further notice.
Second by Dennis. Discussion. **PASSED**

MOTION: Dennis moved that the Board reassess and re-evaluate the Club closure maximally bi-weekly.
Second by Al. Discussion. **PASSED**

Regarding contacting Club members by telephone:

- Do members want calls?
- What discussions/questions could the callers become involved in and perhaps be unprepared to answer?
- Perhaps more frequent contact by email, Facebook, etc.
- Become aware of those who may want or need a call.
- Mary disagreed – the Club is closed, and every member should be contacted. It should be stated that the Board is meeting frequently and assessing the situation of the Club's closure. The Board is touching base and on the job. If issues arise on the calls, the member should be told that the caller will try to get information or direction.
- One call to each member will show the Board is caring and acting responsibly.
- Dennis wisely said: "stay together far apart".

How to Do?

- Email membership regarding the continued closure of the Social Scene – to be updated as necessary. Also communicate this by Facebook and the electronic sign, as well as signs on the door of the building.
- Phone calls to membership to be made by members of the Board. Tammi will provide a list of names and phone numbers to each Board member.
- Dennis mentioned that Rod wanted it raised that the Social Scene should be proactive on communication, so the phone calling is a good decision.

FURTHER BUSINESS:

Memorandum of Understanding with IERHA:

Heather tabled this as the Resource Centre office is closed. No action at this time.

Maintenance of Building during Closure:

Frank will be in the building daily, cleaning and sanitizing.
If Frank cannot be at the building, he will notify Dave Jackson.
Heat has been turned down to 18°C.

Fundraisers – Raffle, Fashion Show, Lobsterfest

Leave them for now and see where things are later.

Raffle – Mary reported the raffle was to be up and running by May, but “wait and see”.

The ticket selling is flexible and could wait until fall.

Timelines can be re-defined and re-determined.

Fashion Show – to be determined by Carol Danwich

Lobsterfest - Rod to be consulted

Rental bookings – there are many spring bookings, which need to be postponed or re-scheduled, including an anniversary and a memorial service.

Heather will discuss the fundraisers with Rod.

April and May dinner/dances are cancelled.

Building Staff:

As the building is closed, the Library and Resource Centre employees are not allowed in the building.

It was discussed and decided that building employees (Tammi, Nancy, Vicki) could perhaps attend one day per week between certain hours, if required. Frank would set the time around his parameters for the building cleaning/sanitization process. Frank will need to know due to possible contamination of building areas.

The available time will be communicated to the employees and that if they need to be in the building, to notify Frank.

Tammi will be forwarding the Club phone calls to her home phone number.

OTHER BUSINESS:

Tammi’s Salary:

Currently Tammi is working from home and a partial day at the Social Scene and receiving her full salary. The Board will re-evaluate her work schedule and payment thereof when the Club closure is reassessed.

Fiscal Situation:

Andrea inquired how the Club’s fiscal situation will be affected and that Gloria should be involved in the discussion.

MOTION: Frank moved to continue to pay Tammi full salary to the end of April, when the situation will be re-evaluated.

Second: Brad. Discussion. **PASSED**

Debit Machine:

Mary reported on a debit machine for the office:

- cost would be \$35/month
- 5 cents per transaction (currently debit only)
- there is no contract
- no charge for installation as the Club is non-profit
- timely installation
- any minimum amount per transaction may be set
- it will reduce the cash that money handlers currently handle

- very flexible system and can be changed easily at any time
- it will be a fixed system set in the office
- recommended to go forward but discussion is tabled for now and decision to be made at a later date

Mileage Payment:

Tammi is owed payment for mileage and overtime for the period January, February and March, 2020. Mileage is for delivery of monthly newsletters, which will not be necessary in April and perhaps longer, as there will not be a distribution of newsletters from the closed Club.

MOTION: Frank moved to pay Tammi mileage and overtime currently owed to March 31, 2020, with subsequent payments to be monthly.

Second: Al. **Passed.**

How is cost being shared? Mileage costs are added to the printing and Canada Post charges and divided between the four groups included in the newsletter. Gloria is to communicate to the other groups that going forward mileage costs will be included in the shared costs of the newsletter.

MOTION: Dennis moved that in future, the cost of delivery of the community newsletter be included in the cost of publication and be shared by all groups involved equally.

Second: Brad. Discussion. **Passed.**

Lighting:

Al reported that he is asking for quotes for interior and exterior lighting, however currently this is on hold.

Welcome:

Frank welcomed Lee to the Board as Interim Secretary and that she will need to go to the bank to arrange signing authority. Currently this is on hold at the bank.

MOTION: Dennis moved the meeting be adjourned at 11:35 a.m.

Respectfully submitted,

Lee Jackson, Secretary (interim)

