

KCA Board Meeting
October 25th, 2022
7:00 p.m
Location: Lloyd Centre-

In Attendance: David Upton, Ken Kingsbury, Pam Matheson, Maria Swindells, Hazen Fry

Regrets: Paul Bushnell

Called to order: 7:08pm

- 1. Acceptance of today's agenda: Ken first, Pam seconds**
- 2. Approval of minutes from Sep 22nd: amendment – Jan White is the chair**
- 3. Financial Matters:**
 - a. Approval of September Financial Statements: Pam first, Ken seconds
- 4. Committee Updates: Standing Committees**
 - a. Buildings & Maintenance (@Hazen)
 - i. Plans to work on 'Welcome to Kingsport' sign installation this week, Pam to confirm exactly where with the committee.
 - b. Canteen (@Ken Kingsbury)
 - i. Sandra and Ken went down and had a look at what needs to be done, planning to do maintenance work in the spring, likely \$1000 budget for minor cosmetic updates such as cabinet doors in one spot and paint.
 - ii. Donated remaining unsold food to Canning food bank.
 - iii. One frier is leaking oil, Ken is going to contact manufacturer, and will potentially get a welder to look.
 - c. Pleasant Street Park (@Val)
 - i. Nov 3rd some community members will gather to build the benches, which will be stored in Val Simmons basement for the winter.
 - d. Waterfront (@Paul)
 - i. Dave following up on where engineering review invoice is
- 5. Special Committees**
 - a. Finance (@Paul)
 - a. Wreath for Cenotaph for Remembrance Day – Maria motions for \$45 to purchase a wreath, Hazen seconds
 - b. Suggested Donation for the United Church where we hosted our Community Meeting in September – Ken motions to donate \$50, Maria Seconds
 - b. Comfort Centre (Jan White Chair)
 - a. Generator did not kick on when power went out, Hazen got it to start, but it may need a new battery, he will investigate this further.
 - c. Communications (@Maria)
 - a. Maria to get website login information to Dave, who will help get minutes and newsletters online and visible.
 - b. We need to collect newsletter items – Send to Maria by the 1st

- d. Fundraising & Special Events (@Pamela Matheson)
 - a. Discussion about Potlucks, and when we might be able to put one together, likely in February – looking for community members to help.
 - b. A Sunday in December - We might consider finding someone who might lead some carols/songs: Dec 11th sit down and eat at 5pm for dinner.
- 6. **Business Arising:**
 - a. **Bookkeeper needs** – Discussion about the opportunities associated with hiring a bookkeeper, especially with the canteen needs.
 - i. Sharon Hirtle currently does some Bookkeeping for the KCA now and may be open to doing more – Dave will reach out to see if she'd consider it.
 - ii. Considering the amount of internal account transfers that must be signed and complexity of our financial setup; the board is considering having an accountant review how our financial structure and processes could be simplified or improved to lighten the load of the future board/finance committee, support simplification/transparency and support payroll for the canteen.
 - 1. This is especially important now while we have those around that have historic knowledge to share during this process.
 - iii. We plan to discuss this with the Finance Committee, and share our proposed plan with the community at the AGM
 - b. **AGM Planning – Nov 29th**
 - i. The board will reach out to community members about needing new board members
 - ii. Will need annual reports from each committee for the AGM.
- 7. **New Business:**
- 8. **Next Board Meeting: Nov 9th 2022 – pending finance reports**
- 9. **Adjournment of Meeting: 8:58pm – Maria motions**

Details of Agenda Items

- 1. As circulated. Motion required.

2. As circulated. Motion required.
3. As follows:
 - a. Motion required.
4. Information only – updates *if* available.
5. Information only – updates *if* available.
6. TBD
7. TBD
 - a. To be discussed at meeting. Motion required.
8. Motion required.