

# KCA Board Meeting Minutes

**In Attendance:** Sharon Eaton, Ken Kingsbury, Hazen Fry, Pam Matheson, Wendy , David Upton, Leah Ellsworth (via video), Tassi McQuade

---

## Call to Order

- Motion to approve the agenda by Ken, seconded by Hazen. **Carried.**

## Acceptance

- Agenda accepted.
  - Current financial statement accepted.
- 

## Committee Updates

### Building & Maintenance / Canteen

- Concern about garbage: Wendy currently goes daily to clean it.
- Hazen offered to collect garbage in the off-season if bins remain open. Garbage bags in the canteen will be used.
- Wendy proposed forming an ongoing committee to manage garbage.
- Two issues identified:
  - **Immediate:** Hazen will handle garbage this season.
  - **Next summer:** Staff should be responsible for garbage upkeep.
- Wendy also proposed applying for a grant to give the canteen a facelift (upgrades suggested). She has met with a contractor for an estimate and explore potential grants she will work on an official proposal for the board.

## **Pleasant Street Park & Playground**

- If only two to three grants can be applied for, the board suggested shifting next year's focus elsewhere.
- Sharon suggested there may be additional funding from grant approvals.
- New focus areas: Lloyd Center, Canteen, and Waterfront.
- Possible need for a porta-potty next summer in playground, otherwise it's in good condition.

## **Waterfront**

- Dave reached out to MP Kody Blois to highlight wharf issues.
- Three years ago, an engineer was paid (via ACOA) to conduct an assessment.
- Ongoing engagement with the Province to seek assistance.
- Discussions included the potential need to close the wharf if updates are not made for safety.

## **Finance**

- Renewal of GIC (\$3,100) discussed.
- **Motion by Ken to cash the GIC and move funds to the KCA contingency account. Seconded by Hazen, supported by Sharon. Carried.**

## **Comfort Center**

- Hazen reported the generator has been repaired.
- No official lead identified for managing the Comfort Center.

## **Communications**

- Tassi will help clean up the current "clunky" system.
- Anne has taken on responsibility for bookings and updating the calendar on the website.

- Anne recommended someone to assist with communications.

## **Fundraising & Special Events**

- **Community Breakfast:** Went well, raising \$1,200.
  - **Community Harvest Fall Fundraiser (Oct. 5):**
    - Freewill offering.
    - Organized by Debby, Anne, and Paula.
    - Potential band cost: \$400.
    - Discussion on allocating event costs to the budget in advance for financial protection.
- 

## **Business Arising**

### **By-Law Changes**

- Final edits to proposed by-law changes reviewed.
- Board agreed to present these revisions to the community for approval.
- **Motion to approve by-law revisions by Anne, seconded by Pam. All in favour.**

### **Rental Rates**

- Hall rental: \$20/hour (members) and \$25/hour (non-members).
- Increase of \$5 from previous rates (\$15 → \$20 and \$20 → \$25).

### **Kingsport Fitness Rental Agreement**

- \$15/hour.
- 20 hours per month minimum.
- Track and report actual hours used, Dave to do up lease for board approval

## **Fire Inspection**

- Hazen will reach out regarding installing a door code system.
- 

## **New Business**

- **AGM:** November 25, 2025 at 7:00 p.m. (Lloyd Center).
  - Motion to cover any potential losses (maximum \$500) for the Fall Community Gathering.
- 

## **Next Board Meeting**

- October 20, 2025 at 7:00 p.m. (Lloyd Center).
- 

## **Adjournment**

- Motion to adjourn by Tassi. **Approved.**