



**Mole Hill Community Housing Society
Board of Directors Meeting**

Date: January 19, 2011

Time: 6:30pm

In Attendance:	Absent:	Recorder:
Gillan Jackson	N/A	Angela Quiambao
Margot Beauchamp		
Robert Nickerson		
Elizabeth Kemp	Regrets:	
Doug Tomkinson	N/A	
Carellin Brooks		
Derek Wood	Excused:	
Jacinta Eni	Stephen Reid	
Ewa Gersin		
Antonio Baro-Castilante		
Nitin Madhvani		

1.0 Call to Order

The meeting was called to order at 6:35 pm

2.0 Adoption of Agenda

**MOTION: Doug Tomkinson moves to adopt the agenda as amended
Robert Nickerson seconds. All in favour. Carried.**

3.0 Adoption of Past Minutes

3.1 Minutes from November 17, 2010

Section 4.1, Pg. 3

- Strike the motion to go out-of-camera and replace with “It was suggested that the assembly moves out-of-camera. All agreed.”

Section 4.2, Pg. 4

- Change “Suggestion” to “It was agreed” regarding E.D. meetings with new tenants
- Strike the motion to go out-of-camera and replace with “It was suggested that the assembly moves out-of-camera. All agreed.”

Section 5.1, Pg. 4

- Change “Doug Tomkinson” to “Nitin Madhvani”

**MOTION: Doug Tomkinson moves to adopt the minutes as amended
Robert Nickerson seconds. All in favour. Carried.**

4.0 Correspondence

A new application for membership was received from David Chabot.

**MOTION: Robert Nickerson moves to accept the new applicant as a member of
the Society.**

Carellin Brooks seconds. All in favour. Carried.

5.0 Reports

5.1 Financial Report

See attached report

The administration costs are a little over due to legal charges. However, the maintenance budget was underspent by \$18,000. It is suggested that the Finance Committee create a maintenance plan and spend the monies allocated for maintenance.

Thank you to the Finance Committee and staff for all their hard work.

**MOTION: Doug Tomkinson moves to accept the Treasurer’s report as
presented.**

Ewa Gersin seconded. All in favour. Carried.

5.2 Executive Director Report

See attached report

Pg. 8, Correction:

- Insert “Professional Mechanical Ltd.” and have “PML” in brackets to indicate what the acronyms are

1150 Comox

If Mole Hill decides to purchase and restore the house, it would take \$3 ½ million to do so. To ensure that the future owner of the property does not construct anything out of character from the area, Mole Hill needs to keep in contact with the City.

Suggestion: that the E.D. prepare a report to set-up various scenarios about what might happen to the property and possible solutions to handle the situation.

Bed Bugs

Mole Hill is budgeted for \$5,000 to handle bed bug problems.

Suggestion: to acquire a room specifically to steam out furniture prior to move-in. Revenue can be generated.

Compliance Report

Point A in the first box should be the only thing that is not non-compliance.

ACTION: The E.D. will produce monthly reports regarding replacement reserves. The Finance Committee will look at the report and make a suggestion for action.

5.3 In-Camera Session for Discussion of Tenant Issue

**MOTION: Robert Nickerson moves to go in-camera
All in favour. Carried.**

It was suggested that this assembly move out-of-camera. All agreed.

6.0 Business Arising

6.1 Strategic Planning Day

If a strategic planning day is needed, there are three options available:

- 1) A woman from Victoria, by the name of Tanya, will hold a pro-bono 5-hour strategic planning session.
- 2) BCNPHA offers a strategic planning session held by April English. The Cost is \$105/hour +HST, giving the total cost of \$1,300.
- 3) Do it in-house which will be run by the Board members themselves. No cost except for food.

Suggestions:

- The Board to meet informally to discuss Mole Hill, where the Society is at and where Mole Hill wants to go.
- The Board uses a plan called "Project Tracker" to discuss and review ongoing and upcoming projects.
- To discuss Strategic Planning for 15 minutes at the next meeting.

Suggestion of small goals:

- Turn Mole Hill into a non-smoking development
- Provide Wi-Fi for tenants of Mole Hill – The E.D. will research the cost of this
- Adding amenities to Mole Hill to be more appealing

MOTION: Robert Nickerson moves to table the date for the Strategic Planning Day

All in favour. Carried.

MOTION: Jacinta Eni moves to retrieve, distribute, and set aside 10-15 minutes in the next meeting to discuss the previous Strategic Plan

All in favour. Carried.

6.2 Review of Constitution and Bylaws

See attached Constitution & Bylaw section

The Society's lawyer, Mike Walker, has highlighted items that are suggested to be changed. The language of constitution & bylaws should be respectful but directive.

There are three sections that require change:

- 1) *Membership* (Pg. 4, #11)
Remove the clause of Society members not being able to pay dues and still allowing them to be a member.
- 2) *Directors & Officers* (Pg. 6)
Change the number of allowable Board members of 4-9, which the Society has exceeded.
- 3) *Proceedings of Officer*
Strike the old rule #34 and replace with the new rule of #42. In addition, the Board now allows members who aren't present to attend the meeting electronically.

ACTION: The E.D. will email the full constitution along with the proposed revision to Board members for review. All questions and comments to be directed to Nitin Madhvani and will be discussed during the next meeting.

6.3 Policy Regarding Filming

The Executive Director will forward the draft filming policy to the Chair and he will forward it to Antoinette Klawer.

6.4 Board Orientation

The new Board members feel no need for a Board Orientation and are comfortable just reviewing the Board package received during their first Board meeting. Should questions or concerns arise, they shall forward it to the E.D. and Secretary for clarification.

7.0 New Business

7.1 Communication with the Board

Emails to the Secretary should be forwarded to the Administrative Assistant. For all questions or concerns, please call the Chair, The E.D., or the Administrative Assistant.

The Secretary is working with the E.D. to assemble a communications protocol to ensure that each member is being notified of meetings and events.

ACTION: Secretary and E.D. to create a communication protocol

Suggestion: A Disaster Committee should be formed for Mole hill. The E.D. will review on how this can be done.

8.0 Next Meeting

MOTION: Robert Nickerson moves the next meeting be Wednesday, February 23rd, 2010.

Jacinta Eni. All in favour. Carried.

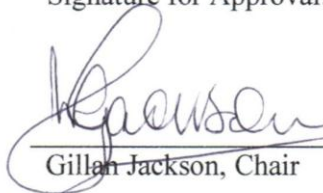
The next meeting will be on Wednesday, February 23, 2011 at 6:30pm.

9.0 Adjournment

**MOTION: Robert Nickerson moves to adjourn the meeting
Doug Tomkinson seconds. All in favour. Carried.**

The meeting was adjourned at 8:50pm

Signature for Approval:



Gillian Jackson, Chair

23.03.11

Date



Robert Nickerson, Secretary

23.03.11

Date