

FIRA Executive Meeting Minutes Tuesday, September 29, 2020

In attendance:

President: Andy Valickis
Vice President: Bill Odell
Past President: Glen Smith
Treasurer: Joe DiFrancesco
Secretary: Carrie DiFrancesco
Member-at-Large: Wayne MacKenzie
Member-at-Large: Lynn Yake

Finance Report - Joe handed out an updated financial statement and it is attached below.

- ~ Even though 12 people did not renew their membership this year we had 11 new people and dues ended up very close to last year.
- ~ The Meat Sale did well and we also had sales from the crafts group despite pause in activity.
- ~ Fundraising was down about \$5,000 from 2019 due to COVID restricting activities but we saved some utility and cleaning costs with the building not being used all spring and summer and had no major costs or building improvements to fund.
- ~ We should end the year increasing our fund balance by over \$2000 to almost \$33,000 to maintain our sound financial condition for potential future major costs, maintenance or improvements.

Previous Business Updates

- ~ **Property Purchase:** We are still waiting on the legal opinions regarding the legal aspects of purchasing the property the hall sits on from the Municipality. The law office we are dealing with is still not back to a full work schedule due to COVID.
- ~ **Pros / Cons List:** - While waiting for final information from the lawyer, we started discussing a pros/cons list during this meeting. Andy is going to edit a first draft based on today's discussion and will circulate it to the board for additions and other comments. This will be shared with members once it is finalized.
- ~ **Door Installation:** Wayne spoke with a new fellow who is moving up here who used to install doors and he is willing to come take a look at ours. Wayne will coordinate.
- ~ **COVID-19 updates/policy change for Hall usage:** We continue to monitor caseload in Ontario and our local Health region and will comply with any new requirements from local, provincial and federal authorities. At this point with our current protocol, we will continue to allow the hall's current use by 4 groups with maximum of 6-10 participants depending on the activity. The heat has been turned on low for the Fall and re-hiring a cleaner will remain pending for now.
- ~ **Finance audit for 2019:** - Joe will do the audit for 2019 before the AGM. He will propose at the AGM that future audits require either 2 members or 1 qualified member or non-member, which is what has been done the past several years. Otherwise, we will need another member to review. This will mean a by-law change.

- ~ **Storage area clean-out, subject to COVID.** Wayne said that once the door is hung and taken out of the shed he will hopefully be able to get it cleaned out this spring.
- ~ **Procedure Manual & Pamphlets:** While cleaning out the file cabinet last winter, we found an old FIRA procedure manual and perspective member pamphlets. Bill Odell is working on it revising the manual for future use. Should we purchase the property, water testing would be added. Carrie is updating the pamphlets.
- ~ **FIRA Waivers:** Carrie will pursue missing member waivers from those who have submitted them over the years. New waivers regarding COVID are being signed as folks use the hall. Blank forms for both waivers are at the Hall or Carrie can email to members.

Fundraising

- ~ Still no fundraising activities until further notice

Activities/Other Committee Updates

- ~ **Fitness** (Sue Mason) - Suspended but Jane is still holding a class via Zoom.
- ~ **Propane Pricing Program**- Joe has taken responsibility for the program. It worked out to be easier for the Treasurer to do all of it while maintaining the member list rather than coordinating with a 3rd person. Of our 87 member households, 63 are in the program.
- ~ **Property management** (Wayne MacKenzie): - Wayne reported that furnace filters were changed in the spring and he will purchase more. He will see if Rod Bradbury can inspect the furnace annually. A new Canadian flag has been put on the building. For this year's snow removal and with classes suspended where members previously cleared light snow, Wayne will try and keep up on snow removal and Joe will help.
- ~ **Craft Wednesdays** (Dianne Kelly) The program is occurring for now & procedures being followed.
- ~ **Mahjong Mondays** (Dianne Kelly). The game is occurring for now & procedures being followed.
- ~ **Monday Night Euchre** (Brenda Carey): Game night is occurring for now & procedures are being followed.
- ~ **Walking DVD class** (Barb Taylor): Class will be starting soon with procedures to be followed (max 6 people).

Still suspended:

- ~ Potlucks
- ~ Social coordinator (happy hours) (Gord Cochrane)
- ~ Summerfest, Pancake Breakfast, BBQ and Pig Roast
- ~ DiFib training update (Carrie DiFrancesco)
- ~ Road garbage clean-up annually? This was a consideration to be an annual event but instead we will promote volunteer basis by household and post pictures to raise awareness.

New Business

- ~ **FIRA annual AGM:** After participating in HLCA's Zoom AGM, we are going to try FIRA's AGM as a Zoom also. Carrie surveyed the members and we should have no

problem obtaining enough for a quorum. We are looking at **Tuesday, Oct 20th at 2pm**. More information will follow.

~ **By-Law Changes:** We can wait to vote on the 2 proposed changes for the by-laws at a future physical meeting so it's easier to have discussion.

** Two, Members-at-Large, not one. Was this approved at a prior general meetings but not yet changed? It looks like it began in 2017

** Executive discretionary spending limit was raised to \$500 at Nov 21, 2018 General Meeting.

** Propose to change the Finance Audit to 2 members or 1 qualified non-member or regular member.

** Propose to remove FIRA By-Law requirement to distribute member information list. Waiver does authorize distribution of contact information but we do not have waivers for everyone. Possibly only distribute upon request?

~ **2021 Dues:** Members of the board have been asked if we should offer a lower dues rate for couples. Joe ran the numbers and we would have to get a significant percentage of spouses/partners to join to offset the loss in revenue from a rate reduction. The board agreed to recommend keeping the dues the same for now. We appreciate that so many members have stayed with us through COVID and hope that continue.

~ **2021 Board/Officer election** - We are still looking for someone to fill the Vice President position. If we do not get any nominations, due to this year's pause in most activities, we may consider proposing to continue with the same board to keep the board filled.

~ **Bring back the Sunshine Committee?** Gerda Gemballa was the last member to run our "Sunshine Committee" by sending cards to members when a major life change occurred. Lynn Yake volunteered to resume this position and will be coordinating with Sue Harrison to use her beautiful greeting cards.

Fort Irwin Residents' Association - Income Statement

	Actual 2020	FY Forecast 2020	Actual 2019
	Thru 10/31/2020	10 actual/2 forecast	Full Year
Beg Bank Balance	11,518	11,518	8,015
Beg Petty Cash	178	178	178
Beg GIC Balance	18,753	18,753	18,658
Total Funds	30,449	30,449	26,851
Revenue			
Dues	6,750	6,750	6800
Hall Donations	180	180	100
GIC Interest	126	208	95
Other	0	0	0
Total Revenue	7,056	7,138	6,995
Fundraising, net			
MacGregor Meats	875	875	744
Silent Auction	0	0	127
Summerfest	0	0	1613
Quilting and Crafts	214	214	487
Casino Night	0	0	100
Pancake Breakfast	0	0	783
Pig Roast	0	0	706
Club 200	0	0	2125
Sharpening/Other	0	0	40
Total Fundraising, net	1,089	1,089	6,725
Other			
Fitness (Target breakeven +)	114	114	3
Total Revenue/Fundraising	8,259	8,341	13,723
Operating Expenses			
Phone	740	888	855
Hydro	488	608	886
Propane	563	813	1017
Cleaning, supplies	295	495	1383
Insurance	1,182	2,364	2362
Property Taxes	0	0	0
Summer BBQ	0	0	110
Bank Fees/Other	534	544	13
Total Operating Expenses	3,802	5,712	6,626
Major expense/Imprvmnts	0	0	3500
Total Expense	3,802	5,712	10,125
Petty Cash Incr (Decr)	-49	-49	
GIC Inc (Decr)	126	208	95
End Bank Balance	15,898	13,988	11,518
End Petty Cash	129	129	178
End GIC Balance	18,879	18,961	18,753
Total Funds	34,906	33,078	30,449