



**Peachland Wellness Centre Society (PWCS)  
Board Meeting MINUTES  
February 21, 2019**

1. Call to Order – The meeting was called to order at 4:05 pm by Haglund. Welcome to our new Director K. Martin.

2. Attendance:

Present: S. Haglund (President), L. Malinsky (Vice President), J. Byatt (Secretary), M. O'Farrell (Director); B. Dupuis (Director – arrived at 4:23 pm), D. Reinhart (Treasurer), K. Thebeau (Director), K. Martin (Director), C. MacMaster (Staff), B. Andrews (Recording Secretary)

Regrets: K. Sawchuk

3. Approval of Consent Agenda

**Motion:** To approve the Consent Agenda

**Moved:** Byatt; Second: Martin

**Carried**

4. Approval of Agenda

Addition of:

6.3 Board Training and Development Committee - Malinsky

6.4 Draft Evaluation Report – MacMaster/Malinsky

8 Future of Board Training and Development

**Motion:** To Approve the Agenda as amended

**Moved:** Thebeau; Second: Martin

**Carried**

5. Financial Statements:

November and December 2018

Overview of financial statements and discussions. Combined statement gives more detail. PWC received \$4,590 from Peachland Support Society for services provided. District of Peachland \$1000.00 for insurance. World of Wheels, District, TNI, and Legion also gave donations. Some of expenses are wages and recorded in wages. Correct budget dates – actual 2018 date to be changed. MacMaster still working on wages for year end. Year End Financial Statements will come forward for approval in March. Wages lower due to bookkeeper posting cheques early. Summer student wages covered with grant but had to return \$285.00. Wages higher due to PSSS. Events changed to

fundraising. Musical fundraiser costs for 2019 will be lower due to one-time purchases.

**Motion:** To approve the Financial Statements as presented

**Moved:** Reinhart; Second: Martin

**Carried**

## 6. Business Arising

### 6.1 Action Items with Minutes – Haglund – keep or not?

Discussions held and Directors would like to keep the Action Items attached to Minutes.

(Dupuis arrived at 4:23 pm)

### 6.2 Three-year Strategic Plan: Yes or no?

Should PWC move to a 3-year strategic plan or keep as a 1-year plan. MacMaster suggested that staff perceive a 3-year plan is good with annual discussions. Annual operation plan stays in place. Strategic planning is a benefit for new Board Directors and brings staff and board members together. A 3-year plan does not negate the need for annual meetings to review and update the plan. With a 3-year plan, we can see further ahead, gives us a chance to build whereas a 1-year is survival. With potential multiple year funding, the Board can look at building the organization.

**Motion:** To move to a 3-year Strategic Plan cycle

**Moved:** Dupuis; Second: Reinhart

**Carried**

### 6.3 Board Training and Development Committee – Malinsky.

Board evaluation summary discussed (will attach to minutes). We did complete what we said we would. Discussed items listed on page 2 with agreement on 19 items, 7 disagreement, and 1 with significant disagreement. 3 of the 7 items are related regards to policy. What does the Board want to do with these results?

Since this was done, the Board has a succession plan. Discussions on these items need to be addressed before end of year. The Board will discuss those related to policy tonight. The President does conduct a separate Policy session with new Directors. Governance policies can go on website.

**Action:** Malinsky to write a final report.

**Action:** MacMaster to ensure governance policies are loaded onto website.

**Action: MacMaster** to add more stats into Executive Coordinator Reports, including hours staff spend on projects etc.

**Action: Haglund** to add remaining items to March agenda to continue discussions on these items.

#### 6.4 Draft Evaluation Plan

Program statistics include number of attendees and number of participants. Need clarification with definitions of terms. A question was raised if PWC audits volunteer numbers in stats. Yes as this impacts grant writing.

**Action: Malinski** will change to number of individual people and total attendance. Haglund thanked Malinsky and MacMaster for all their hard work.

**Motion:** To approve the Draft Evaluation Plan  
**Moved:** Malinsky; Second: Martin  
**Carried**

#### 6.5 Board Role in Fund Development and Promotions

What commitments does the Board want and what role should the Board play in fundraising? MacMaster would like to have Board attend more PWC events. Board role is to be ambassadors for the PWC. Dupuis suggests a standing committee for developing promotion of fundraising with Board member and staff and/or community person. Should a fund development committee be Board or operations? The Board determined that the existing operations committee should continue with the addition of a Board Director. Martin has indicated willingness to be on Committee.

**Motion:** To appoint K. Martin to Fund Development Committee  
**Moved:** Sawchuk; Second: Malinsky  
**Carried**

### 7. New Business

#### 7.1 Speaker for AGM

Haglund recommended that Erin Hazlehurst, a principal of a Peachland film production company (Squally Point Productions) as an appropriate speaker for the AGM. She would also be a good addition to the Board. Dupuis suggested holding the AGM in the new Residence on 6<sup>th</sup>. MacMaster indicated this has been done pending installation of the furniture. Martin excludes herself from this topic.

**Motion:** To invite E. Hazlehurst as speaker for AGM  
**Moved:** Dupuis; Second: Reinhart

**Carried**

7.2 Facilities Committee Recommendation

O'Farrell recommends converting this governance committee into an operational committee.

**Motion:** To disband Board's Facilities Committee

**Moved:** O'Farrell; Second: Dupuis

**Carried**

7.3 Draft Annual Report for Review

Page 1, last sentence needs correction. Malinsky suggests removing "flew by". The Annual Report will come forward to the Board for approval in March.

7.4 Nominations Committee

The Board needs 2-3 new members. Contacts being made and now we have a Succession Plan with 2 potential names brought forward. Board members to reach out and let Malinsky or Dupuis know.

7.5 Recommendation on Meeting Schedule

Suggestions included removing July, August, December and April (meeting at AGM would cut out April). Meeting every 2 months. Haglund abstains from voting.

**Motion:** To change the Board meeting schedule to bimonthly

**Moved:** Dupuis; Second: Reinhart

3 in favour, 5 opposed

**Defeated**

8. Governance

Board training and development: do we want to continue with Board training and Development? Board feels it is essential. Haglund suggests new Board decide what form this takes based on the new Directors' needs.

9. Next meeting: March 21, 2019, 4:00 pm to 6:00 pm

10. Meeting adjourned at 6:00 pm

Approved Date:

Name:

Signature: