

**MINUTES OF THE CCRA BOARD MEETING**

**November 9, 2022**

**In person: Events Centre & Zoom Tele-Meeting**

**10:30 am - 12:30 pm**

**PRESENT:**

CCRA Board Members:

Ellen Bull President

Marilyn Scott Vice President

Pat Brown Director (Membership)  
Michael Gauthier Director

Patrick Kusmider Director

Pat Lee Director (Events)

Anne Longman Director (virtual)

Luzia Bidwell Director (Webmaster)

Ing Sutanto Director (Treasurer) Virtual

Eva Zehethofer Director (Telecommunications) (virtual)

Fiona Ghosh Bedlington College Resource

**REGRETS:**

Chuck Baker Director

Renae Mohammed College Resource

**1.0 WELCOME**

* Ellen called the meeting to order at 10:45 a.m. and welcomed attendees.

Agenda approval with edits – Marilyn Scott

Moved – Luzia Bidwell

**2.0 APPROVAL & REVIEW OF September 2022 MINUTES**

Minutes approved.

Motioned by: Pat Brown

Seconded by: Luzia Bidwell

Motion Approved: All in favour

1. Directors’ Reports
   1. President - E. Bull
      * Updates on discussions about inflation and the impact of costs on some members so the goal is to keep the cost of event meals as low as possible
      * President Bull’s term coming to an end in December, 2022 and the Board needs a new President for 2023
      * M. Scott volunteered to assume the position of President

Motion to induct M. Scott as new President

Motioned by: Pat Lee

Seconded by: Luzia Bidwell

Motion Approved: All in favour

* 1. Membership- P. Brown
     + No new members and email traffic is very light
     + Membership fee discussion held, agreement to continue the $10 annual fee
     + Membership payment sub-committee (P. Brown, M. Gauthier, I. Sutanto, C. Baker)
     + Email communication on the membership cost decision needs to be developed and included in communication for 2023. Subcommittee will work on draft message to send out to members.
  2. Events- P. Lee
     + Sub-committee needed to plan the Holiday Event
     + $36 is the cost per person ($25 last year)
     + Payment for events to be reviewed. Paying at the door has been problematic
     + Consideration given to use Eventbrite or PayPal
     + Discussion about payment systems for events and membership fees. Eventbrite was decided for the Holiday Lunch event
     + Holiday event subcommittee (P. Lee, L. Bidwell, E. Bull, A. Longman, M. Scott, I. Sutanto)
     + P. Brown will send out a Save the Date for the Holiday Event by this weekend (cut off by Dec 2)

Motion to use Eventbrite’s payment system for the December event.

Motioned by: Ellen Bull

Seconded by: Luzia Bidwell

Motion Approved: All in favour

* 1. Treasurer - I. Sutanto
     + E. Bull provided update and will provide another update after a discussion with I. Sutanto
     + Concerns were raised about the cost of lunch if food prices increase or parking fee is added
     + Office of Development supports events, parking and board meetings which helps reduce costs
  2. Webmaster - L. Bidwell
  3. Telephone Communications - E. Zehethofer
  4. Sustainability @ Centennial Events - M. Gauthier
     + Planting event update
     + 6-10 students

1. Business Arising
   1. Membership Drive
      * Hold on the discussion regarding lifetime membership fee until 2023
   2. Budget Review and Questions

- Moved to January/February 2023 Agenda

1. New Business
   1. Holiday Event Plans - December 7, 2022
      * P. Lee to lead subcommittee for planning decorations, food and the agenda for the event
   2. Charitable Donation Plans
      * CCRA will participate in Nov 29th Coat Drive and donations at the Holiday Lunch will be collected to support the Student Food Bank
2. Annual General Meeting (AGM) Minutes
   * + Edits to AGM minutes
     + One more review of the draft minutes was suggested and then the minutes will be held for approval at the AGM meeting in October 2023. Members are asked to send edits and corrections in and then updated minutes will be shared
3. Next Meeting/Event Dates-

* Wednesday, December, 7, 2022, 10:30 a.m. – 2 p.m.- Holiday Lunch
* Wednesday, January 11, 2023 - Virtual Board Meeting

Meeting adjourned at 12:13 p.m.

Motion: L. Bidwell

Seconded: P. Lee

All in favour