

SATURNA ISLAND FIRE PROTECTION SOCIETY (SIFPS)

DIRECTORS MEETING MINUTES

Saturday, January 11, 2014 – 9:15 a.m. ESB#1

Members Present: Bernie Ziegler, John Money, John Robertson, Lee Middleton

Recording Secretary: Bev Lowsley

Also Present: Prospective Board Member Al DeJoseph (albert.dejoseph51@gmail.com) and prospective bookkeeper: Chantelle Grolway (cgrolway@yahoo.ca)

1. Call to Order

President Bernie Ziegler called the meeting to order at 9:25 and noted that there was a quorum present to conduct business, namely a majority of current directors in office (four out of six), as spelled out in our Constitution Part 6, Section 31, paragraph 2.

2. Approval of Agenda

The agenda was approved with one additional item - a letter from John Wiznuk

3. New Business

3.A.) New Membership Applications

Chantelle Grolway, Al DeJoseph, Jodi Gilmore, Debbie Fry have all applied for membership in SIFPS. They are all either residents or property owners on Saturna so they do qualify.

Motion John Money moved acceptance of the above noted individuals as members of SIFPS. **Carried**

3.B.) Nomination Committee Report

Three Board members resigned from the SIFPS board in December (Deb Simpson, Eva Hage and Ron Hall). One other board member may need to resign in March because of health issues.

3.C.) Motion to Appoint new Directors

John Money noted that Al DeJoseph, Jodi Gilmore (jodigilmore@shaw.ca) and Debbie Fry (dandmfry@gmail.com) have each been vetted and agreed to accept appointments to the SIFPS Board for the remainder of the 2013 - 14 term.

Motion John Money moved the three members (Al DeJoseph, Jodi Gilmore and Debbie Fry) be appointed to the board. **Carried**

Bernie Ziegler noted that he will provide copies of the SIFPS Code of Ethics and Conflict of Interest Guidelines to the new Board members.

3.D.) Motion to Appoint Bookkeeper

Since Theresa Howard left the board at the end of last year, Ron Hall had been managing the accounts on his own. It was clear that a bookkeeper is needed to manage that function. Chantelle Grolway provides bookkeeping services for several other groups on Saturna and is competent to handle this job .

Motion Bernie Ziegler moved that Chantelle Grolway be hired as SIPOA bookkeeper at the rate of \$25 per hour. **Carried**

(Note: Lee Middleton abstained from voting on this motion due to perceived conflict of interest.)

3.E.) Motion to Appoint Treasurer

It was noted that Jodi Gilmore has agreed to take on the role of Treasurer for SIFPS which matches her skills as an accountant

Motion Bernie Ziegler moved to appoint Jodi Gilmour as Board Treasurer. **Carried**

3.F.) Motion to Appoint Secretary

This item will be tabled until the March 22 meeting.

3.G.) Motion to Approve Committee Memberships

A copy of the draft Committee Membership has been circulated electronically along with the agenda. It was reviewed and accepted. Still outstanding is the MOU with Parks Canada. Dan Thachuk is dealing with this at present. Lee Middleton is now chair of the Corporate and Administration Committee and will contact Dan re this issue.

3.H.) Resolution for Signing Authority at TD Bank

Bernie Ziegler went in to TD bank and transferred \$ 35,000 from the Coast Capital account to the TD account, \$25,000 of which will be used to pay down the mortgage in January. The remaining amount will be used to make the continuing mortgage payments.

Bernie will contact Jodi Gilmore when she returns to Saturna and will arrange for her to attend at TD to complete documentation to be added as a signing officer. At present Bernie is a signator on the TD account as well as Wayne Quinn. The only time signatures are needed is the next time we change signators and at two people have to attend with identification and minutes to authorize the change. All other transactions from that account are pre-authorized.

The Coast Capital chequing account is for general operations. SIFPS also has a savings account at Coast Capital. Bernie suggested that all board members should have signing

authority on this account as two signatures are required on all cheques. This would enable the process of managing business if several signing officers are away at the same time.

4.I.) Other Business

4.I.a) Letter from John Wiznuk

Bernie Ziegler read the letter requesting follow-up on the promise of the SIFPS board of the Twenty Year Fire Service decoration for John from the Government of Canada. This has not been implemented in the 2 years since he retired. Bernie will check with Dan Thachuk re: this item. John Robertson has agreed to help out on this matter, if needed.

5.) Date of next Meeting - Saturday, March 22, 2014, 9:15 a.m. at ESB#1.

6.) Adjournment

The meeting was adjourned at 10:05 am.

President, Bernie Ziegler

Recording Secretary, Bev Lowsley