**Meeting Notes**

**Sechelt Village Association**

**January 19, 2023**

Present: Jules Atkins, Jill Hemmings-Anderson, Christine Twaits and Pat Dalgleish.

Regrets: Leigh Golby.

The meeting was called to order by the Chair, Jules Atkins at 3:55pm.

1. **By-Law Discussion**

After discussion, we decided the following:

* that a Statement of Purpose will not be included in the Constitution and By-Laws.
* that number of directors will be a minimum of 3 and a maximum of 7. (4.1)
* to not include Committees of the Board in the by-laws. (5.5)
* to include businesses that fall in to the SVA boundaries as eligible members. (2)
* to send a notice of general meetings to members via email, to post it on our website, and on the noticeboard at SAC, and to publish it in the Coast Reporter ; notice will be sent at least two weeks before general meetings (3.6)
* to maintain a quorum of 12 voting members for general meetings. (3.14)
* to include voting by proxy. (3.21)
* to retain clauses 2.4 and 2.5 regarding expulsion of members
* to remove clause 3.4 regarding “the first annual general meeting of members will be held March 21, 2023 at 7:00pm.”

1. **Date and Time for AGM, notification to members**

The AGM will be held on April, 22nd, 2023 at 2pm.

*Action: Jill will check to see if we can hold meeting at the Legion and get back with an answer by the end of January 2023.*

3. **Bank Signatories**

Current signatures on the account at the Credit Union are Jill Hemmings-Anderson and Maureen Hamblin. It was decided to change the signatories to include Jules Atkins and Christine Twaits. Jill Hemmings-Anderson will continue to be a signatory. Maureen Hamblin, who is no longer a director of the Association will be removed as a signatory to the account.

*Action: Jill will go to the Credit Union to find out what we need to do to make those changes.*

1. **Email access to SVA email account.**

Each director now has access to the email account and can monitor incoming email. Jill will continue to monitor emails on a regular basis and bring forward issues that need to be dealt with by others.

**5.** **Meetings we Monitor/Attend**

* + - DOS meetings can be watched on YouTube. Jill watches them.
    - SCAF (Sechelt Community Association Forum) meetings. Jill attends.
    - DOS Public Safety Committee attendance is to be determined but Jan, (DOS employee), isinterested in meeting with our group.
    - Tea with the RCMP meetings will be attended by Chris and Pat to network with others in the community.

**6. Communication with Members**

We agreed we need to do more to ensure good and regular communication with our members.

*Action: Jules will write an update/letter to members to email to members and will create a poster to promote the SVCA and encourage people to join. Pat will send Jules a letter and membership form that we drafted previously.*

**7. Prep for AGM**

Jill suggested exploring the idea of having a speaker at the AGM. This will be discussed at our next meeting.

**The next meeting will be held on February 16, 2023 at 4pm.**

The meeting was adjourned by the Chair at 5:10 pm.