



## Vars Community Association

Executive Meeting Minutes  
December 2, 2008

### Opening:

The executive meeting of the Vars CA was called to order at 7:04 PM on December 2<sup>nd</sup> 2008 at St-Guillaume School by Jean Séguin.

### Present:

Garry Larocque, Christine Flood, Jean Séguin, Darlene Brown, Nicolina Kingston, Barb Lavictoire, Hélène Manning-Lemieux, Suzanne Sanford.

**Absent:** Scot Lemieux

### A. Approval of Agenda

The agenda was unanimously approved as distributed.

### B. Approval of Minutes

The minutes of the previous meeting were not approved at this meeting. They will be revised at the next meeting.

### C. Open Issues

- Presentation from new President:
  - Discussion how to work in unity, team building, by consensus
  - New board to bring leadership and also equal opportunity at the table and start fresh
  - Keep open-minds and have to work in a constructive way
  - Round table of each members' goals and strengths
- Finance:
  - How to finance the Association (papers, ink cartridge, stamps...)
  - Elizabeth Raymond to be reached for financial booklets (Barb will try tomorrow)
  - Bank at CIBC in Embrun, Darlene will go to change signing authorities
  - Board decided to keep \$250 in petty cash, but receipts have to be approved by another executive. To replenish petty cash, Treasurer will submit batch receipts and new check signed by two other executives will be drawn.
  - Christine's son (Brendan) is going to be retrieving the mail at the School (in a centralized box brought by Jean) addressed to the VARS.CA and Christine will distribute accordingly. Garry will e-mail M. François to remind him of the process.

- Need to confirm an e-mail address for correspondence to and from the Association. Jean and Scot have created ([association@vars.ca](mailto:association@vars.ca)) for the Association's business and for public distribution. Jean will have [jeanseguin@vars.ca](mailto:jeanseguin@vars.ca) for internal directors' business. Other directors' may choose to use the Vars network to do the same. Instructions on how to create a Vars account will follow.
- Auditor not needed because of small amounts. Usually a monthly report for the board and yearly report is produced for public consultation.
- Constitution:
  - To review with a lawyer (Nicolina to seek potential interest from a resident) in order to modify some points (i.e. length of term of office, amount of meetings mandatory...)
- Meeting calendar and events:
  - **February 3 2009** – Executive meeting at St-Guillaume School's library
  - **March 6 2009** – General meeting after Optimist Club supper
  - **April 3 2009** – General meeting after Optimist Club supper
  - **May 1 2009** – Fundraiser supper and General meeting
  - **June 4 2009** – Executive meeting to organize "Vars in the Park" event scheduled for **September 12 2009** at the same time as the Baseball tournament with the Optimist Club at St-Guillaume School's library
  - **September 24 2009** – AGM (location to be determined)  
 \*\* Note: meeting to be scheduled accordingly in collaboration with the Optimist Club to help plan and organize July 1<sup>st</sup> event at the park \*\*

#### **D. New Business**

- Barb to start draft procedures for key management functions to ensure (guidelines, backup) for proper management and responsibility/accountability
- Website: to hand over to new webmaster under the board's management, not only to 1 member. Garry to try to recruit possible volunteer. Scot to support transition.
- Things to get: VARS.CA banner, business cards, central telephone number.
- Liability insurance, Suzanne to forward papers to Jean for completion, approval and payment.
- Billboard issues and community center to be discussed at later date (Recreation Service Delivery Funding) and booking for Vars field house/Bearbrook Community Centre
- Board Basics Workshop on January 2009, encouraged participation and debriefing.

#### **E. Agenda for Next Meeting**

- Constitution review
- Updates on:
  - Finance
  - Liability insurance
  - Rink
  - Key agent
  - Webmaster

- Linda Payant to clarify Legacy funding program as per City of Ottawa Council approval and availability of other grant programs after Council's budget revision.

**Adjournment:**

Meeting was adjourned at 9:00 PM by Jean Séguin. The next general meeting will be at 7:00 PM on February 3 2009 at the St-Guillaume School.

Minutes submitted by: Hélène Manning-Lemieux

Approved by: Jean R. Séguin