

## **Vars Community Association**

Meeting Minutes  
November 20, 2008

### **Opening:**

The regular meeting of the Vars CA was called to order at 19:00 on November 20<sup>th</sup>, 2008 in Vars Fire Hall by Jean Séguin.

### **Present:**

Jean Séguin, Denis Mailloux, Hélène Manning-Lemieux, David Jones, Marlene Gauthier, Nicolina Kingston, Barbara Lavictoire, Suzanne Sanford, Darlene Brown, Christine Flood, Manon Taylor, Joanne Gravelle, Joe Welten

### **A. Approval of Agenda**

The agenda was unanimously approved as distributed by the Vars CA Notice of AGM.

### **B. Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed.

### **C. Open Issues**

- Financial deposit booklet was returned to Vars CA, balance as of November 18<sup>th</sup> \$5,588.
  - If a transaction record is wanted; \$5/month is required by the bank.
  - No audit or regular reports returned, last one on internet site dated from 2003
  - Usually only yearly status report and monthly report required from Community Association
  - Unanimous decision by interim board to reimburse last year's key agent (Barbara Lavictoire) as soon as signing authorities are transferred to new board.
- Preparation for AGM
  - Flyers out by mail, first week of November. Others to be posted in village and outskirt for publicity by the interim board.
  - Rob Jellet not available for the AGM
  - Suzanne Sanford and Nancy Jackson will be at the table with Jean to intervene if any issues need their support and will also act as election officers.
  - Vision document to be presented with copies available for public. In the process of drafting chapters and public consultation to come early next year. Also a list of all the meetings since October 2007 from the Community Continuity Committee will be available (about 20 in total) including the BBQ, 2 surveys and different group experts were consulted.
  - Election of executive: copies of constitution will be available (interim board to read prior to AGM). Suzanne will outline the functions for every position prior to election (President, Vice-President, Treasurer, Secretary and max 3

Directors at large). Nomination will take place and if there are 2 or more candidates, a secret ballot will take place with the help of Suzanne & Nancy.

- Open discussion by the general public for any questions, concerns, suggestions...
- New President to close off
- For the AGM recap
  - Billboard posting: Nicolina at the Fire Station, Suzanne at the park and Bearbrook Centre, Garry to ask Rachelle
  - Coffee and timbits for 50 people - Joanne
  - Water and signup sheet at entrance - Denis
  - Papers and pens for secret ballot voting - Suzanne
  - Suggestion box – Christine (and Suzanne e-mail address)
  - White board with markers - Darlene
  - Name tags - Manon or Christine
  - Minutes - H  l  ne
  - Interim board to show at 6:15 pm for hall setup, 6:30 pm for coffee

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

- New board to decide next meetings to be held at St-Guillaume School or Fire Station
- Difficulty reaching past President, a registered letter sent last month returned to sender. Also by phone, fax, e-mail multiple times. A request was sent to Rob Jellet's office to have guidance in legal steps for the return of all materials and belongings to Vars CA, including financial details and website issues. (Website activated on 21<sup>st</sup> of November, issue solved).
- Club Optimist gave a report on the golf tournament organized for the Club house, the Canada day in the park, issues are still ongoing in relation to netting for the baseball diamond to protect play structures.

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

- Discuss if a financial audit report is required of the last years by the past Vars CA
- Availability of Legacy funds through the City (over \$22000) for projects with certain guidelines
- Review the constitution (ie. 7 members on the executive very small, one year term-short)

#### **Adjournment:**

Meeting was adjourned at 20:25 by Jean. The next meeting will be at 19:00 on November 26<sup>th</sup> 2008 at the Bearbrook Centre for the AGM.

Minutes submitted by: H  l  ne Manning-Lemieux

Approved by: Jean Seguin