BCP Management Team Meeting, August 30, 2023
Draft Minutes

Attendees: Ken Swain, Joanne Swain, John O'Malley, Gayle Collopy, Diane Anderson, Patricia Wakefield, Nancy Fredin, Jim Bell, Shirley Buryniuk, Jolyon Brown

Regrets: Barb Sherstone, Maureen Makepeace-Doré

1. **Approval of Agenda**
   Moved by Joanne and seconded by Diane that the agenda be approved with the addition of discussion regarding the speaker's absence for the June meeting. **Carried.**

2. **Approval of Minutes**
   Moved by Joanne, seconded by Diane, that the draft minutes for the meeting dated June 28, 2023 be approved with the addition of a discussion regarding the scheduled speaker's absence for that meeting. **Carried.**

3. **Chair Reports**
   a) **Treasurer (Jim)**
   Jim provided an updated 2023-2024 Revenue/Expense sheet for information purposes. He advised that there are sufficient funds available for the activities planned for the rest of the year. He noted that he has renamed the budget line for "Newsletter" expenses to "Communications".

   b) **Special Events (Shirley)**
   Shirley reported that the picnic held on August 9 was well attended with 45 people present, and that a great time was had by all in spite of the rain. She advised that a profit of $116 was realized for the event.

   The next event is the Harvest Moon Dance which is being held on September 22 at the Nanaimo Yacht Club on Townsite Street, with cocktails at 5:00 p.m. and dinner at 6:00 p.m. Help is needed setting up and the doors will be open at 3:00 p.m. for those who are able to assist. There is an upper and a lower entrance to the building; the lower entrance is for those with mobility issues and can be accessed from a small parking space (4 spots) behind the building off Rosehill Street. The upper entrance can be accessed from the main parking area next to the building, which is available for guests. Spice of Life is catering the meal and Maureen has negotiated $1.00 off each meal. Tickets are $45 for members and $60 for guests. A D. J. will be in attendance and he has fun games planned.

   The Christmas lunch is scheduled for December 13 at the Royal Canadian Legion, Mt. Benson Branch which is located at 1630 Wellington Road E, next to the Quarterway School. The Legion provides decorations and the cost will be approximately $20 for members, yet to be finalized. A raffle will be held.

   c) **Membership (Gayle)**
   Gayle advised that a new member, Ken Gillis, has recently passed away and that there are currently 179 paid members with 1 application pending.

d) Activities (Patricia, Nancy)

Nine Activity Leads met with Patricia on August 11. One of the items discussed was the importance of having Activity Leads or representatives available at monthly meetings to stand at the Activities table to engage with members and answer questions. A suggestion was made to encourage some men to take over the coffee duties, since the urns are heavy and difficult to manage.

Patricia advised that some leads are finding the Membership list on the website difficult to access. Joanne advised that there are other issues with the website that she is looking to.

e) Programs (Jolyon)

Jolyon advised that he and Ken Gillis had volunteered to take over the Programs function but Ken unfortunately passed away recently. John O'Malley volunteered to take over the Programs Deputy role. Jolyon has scheduled a meeting with Shirley Forwell to obtain the names of two potential presenters for September.

f) Communications (Joanne)

Joanne advised that there was no August newsletter and that the September newsletter will be sent out on September 1. She outlined some issues with the Bastion City Website. In addition to being difficult to navigate, the website has now exceeded the allowed storage limit set by the web host, V3 Media. Although our limit has been 5 GB up to now, V3 Media has advised that the current annual fee of $200 is actually for storage of only 2 GB and that effective January 1, 2024, the annual cost for 5 GB will be $500. Joanne has recently freed up 1.36 GB by transferring some older files to an external hard drive and recommends transferring all items older than 2 years from the website to the external hard drive. The need for a second external hard drive to use as a back-up was discussed.
Moved by Ken Swain and seconded by John O'Malley that files older than 2 years be transferred to the existing hard drive, and that a new external drive be purchased to back up all the documents stored on the existing hard drive, at a cost not to exceed $150.00. **Carried.**

Joanne will also investigate reconfiguring the site to a smaller version and has arranged a meeting with other Probus website managers in Nanaimo on September 20 to discuss software, fees, useability, etc.

3. **New Business**

- Martha Hardy's letter regarding the cancellation of the club's Zoom subscription was discussed and it was noted that the subscription was initially purchased to accommodate Bastion City Probus online meetings during Covid, and not for activity leads' or members' personal use. Ken will draft a response to Martha advising her of this, and make it available to Diane and John for suggestions prior to sending it to her.

- Ken, Jolyon and Joanne will attend a Speakers' Network on September 13. In attendance will be representatives from Probus Clubs across the mid-Island and the goal is to develop a speakers list for future meetings.

- Barb Sherstone has resigned as Vice President. Management Committee will begin a search for a new Vice President and a Deputy Treasurer.

- It was agreed that the old email accounts that are currently filtered through the website and our web hosting company will be phased out. New accounts will be created ending in @gmail.com and these accounts will be transferred to the person holding the position:

  - president@bastioncityprobusclub.org
  - newsletter@bastioncityprobusclub.org
  - webmaster@bastioncityprobusclub.org
  - membership@bastioncityprobusclub.org
  - treasurer@bastioncityprobusclub.org

  Special consideration is needed when phasing out the treasurer's address as e-transfers are sent through this account. The credit union will need to be informed of the new address.

- With regards to the speaker who was absent from the June Probus meeting, Ken contacted CBC and was told that they don't have a contact email listed for her. They advised that they would forward his request to her, but he hasn't heard back from her.

5. Adjournment and Next Meeting:

Meeting adjourned at 11:45 a.m.

Next Meeting: Wednesday, 10:00 am, September 27, 2023 in the Country Grocer meeting room.