BCP Management Team Meeting,
Agenda
Jan. 31, 2024

Attendees: Ken Swain, Patricia Wakefield, John O'Malley, Gayle Collopy, Jim Bell, Joanne Swain, Jolyon Brown, Nancy Fredin, Maureen Makepeace-Doré

Guest: Susan Gaudion, Don Brown,

Regrets: Diane Anderson

1. Approval/Additions to the agenda – Carried.

2. Approval/Amendments to Past Minutes – None

3. Chair Reports:

Treasurer (Jim)

- Bank balance – $9,423.46.
- At AGM – Balance sheet & Financial Position will be included in the newsletter to membership to review before the vote at the AGM.
- New Management Team will prepare the 2024 budget to be presented to membership for approval at April meeting. Perhaps add to the budget a Speaker's Expense line.
- Audit will be prepared Feb. 1, 2024. Jim Smith will perform the audit.

Special Events (Maureen)

- $800-$900 less was spent overall from last year's costs.
- No one has stepped up to take the Special Events Management.
- Maureen is contacting people that have volunteered.
- Only the Christmas Luncheon event has someone (Kathy Galvin) to organize. Legion has been booked for the Christmas Luncheon. A deposit of $400.00 is needed ASAP. Advice for new team is to book the Legion in Dec. 2024 for the Dec. 2025 luncheon.

Motion: To approve the deposit of $400.00 for the 2024 Christmas Luncheon, subject to the approval of the incoming Special Events Chair. – Ken, 2nd Patricia. Carried.

Membership (Gayle)

- 2 new members application presented.
- 142 paid-up members to date ($4,260.00)
- 2024 membership list will be updated on the website (for Activity Leads to reference) March 1, 2024
- On application, Gayle wants her name/contact info removed from the application form. A new form should be created to allow editing of information. Don will investigate the database to see if the application form can be edited.

Activities (Patricia/Nancy)

- Activities sign-up sheets will be displayed at the AGM.
- Activity leads have been asked for updates for the newsletter.
- Activity Leads will be asked to review the membership list on the website to confirm their activity participants are members in good standing.

Programes (Jolyon)

- In leu of a speaker, John will be putting together a lighthearted power point presentation (5-8 mins.) at the AGM.
- Presenters for upcoming year will be assembled in the next few weeks.

Communication (Joanne)

- Newsletter deputy is still vacant.
- New 2024 password for paid-up members will be set after the AGM. It will be **BCPClub(2024)**

4. New Business

AGM itinerary

- A summary of where the $30.00 dues are spent will be shared at the AGM, as well as on the newsletter.
- The survey results (Special Events Survey) will be shared with membership at the AGM.
- Nomination Committee – present the roster of nominees.
    - List of vacancies at AGM. John to take over the meeting to review the new roster of the 2024 Management Team. Unless someone is nominated from the floor, elections will not be held.
- Bylaw changes – Motion to approve – proposed changes have been posted in Jan. newsletter and will be repeated in Feb. newsletter.
    - Special Events – Confirm wording of proposed change. "…a minimum of two events per year."
    - Remove the Website Chair position and switch it to Deputy position, reporting to Communication Chair.
    - 3.12 - Removal of member(s) wording change.
- Valentine's Day meeting goodies
    - John to arrange goodies for members attending AGM.

Adjourned: 11:45

Next meeting – Feb. 28, at the Legion.