**BCP Management Team Meeting, June 7, 2023**
**Minutes**

**Attendees:** Ken Swain, Joanne Swain, John O'Malley, Gayle Collopy, Maureen Makepeace-Doré, Diane Anderson, Patricia

**Regrets:** Jim Bell, Barb Sherstone, Nancy Fredin

1. **Approval of Agenda**
   The need to fill the Deputy Treasurer position was added to the agenda. Moved by Pat, seconded by Maureen, that the agenda be approved as amended. **Carried.**

2. **Approval of Minutes**
   Moved by Joanne, seconded by John, that the draft minutes for the meeting dated May 31, 2023, be approved. **Carried.**

3. **Chair Reports**
   a) **Treasurer (Jim)**
   The updated 2023-2024 Revenue/Expense sheet for information purposes. The need for a Deputy Treasurer to be available when Jim is away was discussed, for instance, in cases when a cheque needs to be signed. Ken will include this in his comments at next week's Probus meeting.

   b) **Special Events (Maureen)**
   - Maureen reported that the Car Rally held on May 25 was a success, with 19 people in attendance. Attendees dressed in costumes and a lot of fun was had by all.
   - The next event will be the Summer Picnic on August 9. Ticket Prices will be $20 for members, $25 for non-members, and Maureen anticipates that the event will not need any subsidy. She is exploring options for renting a microphone for the event.
   - Plans are set for the Harvest Moon Dance being held on September 22, 2023. 'Spice of Life' will provide the music and Cheryl Armstrong will act as M.C. Happy Hour will begin at 5:00 p.m., followed by dinner.
   - The Christmas lunch will be held on December 13.

   c) **Membership (Gayle)**
   - Gayle advised there are currently 174 paid members, and one application to be approved shortly, which will bring the total membership to 175.

   d) **Activities (Patricia)**
   - The Pub Nights, LOLO, Movie Matinee, Book Exchange, and Cultural Events will be on hold for July and August. All other activities will continue.
   - Patricia advised that activity leads should be available at the registration table to answer member's questions, but leads are often not at meetings. New members, should be made to feel welcome to attend activities, and she will speak to them about this.

**e)** - The Zoom subscription was discussed, and it was agreed that it is no longer needed since online meetings are no longer required. One of the Canasta groups is holding online Canasta events and Patricia will advise them of the decision, and also provide them with details for conducting online meetings free of charge.
Moved by Joanne and seconded by John that the Zoom subscription be terminated at the year end. **Carried with one objection.**

**f) Communications (Joanne)**
N/A

**g) Programs**
The presenter for the June meeting is Claire Palmer, video journalist for CBC Nanaimo.

4. **New Business**

a) A discussion was held on the need for the vacant positions to be filled. Shirley Hennessy, who recently stepped down from the Hospitality position, was responsible for the refreshments, the Sunshine Committee, the Greeting Committee, and the Buddy System. In April, it was decided not to continue providing refreshments due to budget considerations or to send Get Well cards, since it's very difficult to know when members are sick and not everyone received cards. When Shirley stepped down, the Greeting Committee and Buddy System co-ordinators were advised that these activities would also be discontinued. After some discussion and clarification, it was decided that these two positions are very important to the club, and Patricia and Maureen will speak to the members involved to correct the misunderstanding and ask if they are willing to continue.

Martha has advised she wishes to step down from the Club Photographer position. It was decided that rather than try to fill the position, members will be asked to take pictures of the events they attend and send them to Joanne for the website.

At the next General Meeting, Ken will impress on members the importance of stepping up to fill the vacant positions, which currently include Deputy Treasurer and Programs Chair. This matter will be included in the next newsletter as well.

b) Ken advised that Jim has raised the need for an itemized list of all assets owned by the Club. He asked the committee members to send him a list of any assets that they are storing for the club.

**4. Adjournment and Next Meeting:**

Meeting adjourned at 12:00 p.m. Next Meeting: June 28, 2023 (followed by a summer break to Aug. 30).