**BCP Management Team Meeting, April 26, 2023**
**Draft Minutes**

**Attendees:** Ken Swain, Joanne Swain, John O'Malley, Gayle Collopy, Maureen Makepeace-Doré, Nancy Fredin, Diane Anderson; Jim Bell

**Regrets:** Patricia Wakefield, Barb Sherstone

1. **Approval of Minutes**
   Moved by Joanne, seconded by Gayle, that the draft minutes for the meeting dated March 29, 2023 be approved.
   **Carried.**

2. **Chair Reports**
   a) **Treasurer (Jim)**
   Jim provided an updated 2023-2024 Revenue/Expense sheet for information purposes. He advised that he has transferred all the financial information from the previous commercial accounting program to an Excel spreadsheet that is more suited for our purposes. He advised that a Deputy Treasurer who is familiar with Excel is required since he can't commit to attending all Probus meetings. This is to be announced at the next Probus meeting.

   b) **Special Events (Maureen)**
   Maureen asked for budget details allocated to Special Events, and Jim confirmed that the amount available is $6,000.

   c) **Membership (Gayle)**
   Two new memberships were approved at the meeting and Gayle advised there are currently 173 paid members.

   d) **Communications (Joanne)**
   Joanne advised that the May Newsletter is almost complete and she's waiting on information for the May Activities. Nancy will follow up and provide the information to her by this weekend.

   Joanne has been unable to find a free calendar to post on the website and until she does, she'll create a new calendar each month and post upcoming activities on that page. There is now a "click" button on the website home page that links directly to the upcoming month's calendar. She has received feedback from many who indicate they like the calendar in both the newsletter and the WordPress website.

3. **New Business**
   a) Ken advised that some of the assets owned by the Club that are no longer used are a problem for those members who have to store them. It was suggested that items that are no longer needed be donated and he will explore available options.

   b) Coffee will not be available at the May meeting as no volunteers have come forward. Joanne will mention in the email to members accompanying the May newsletter, that they bring their own coffee in going ahead.

**5. Adjournment and Next Meeting:**

Meeting adjourned at 11:15 a.m.