Probus Management Team Meeting, January 29, 2025
Draft Minutes

Attendees: Ken Swain, Joanne Swain, Kathy Galvin, Jonn Robertson, Greg Cornforth, Nancy Fredin, Jolyon Brown, Susan Gaudion

Regrets: Diane Anderson, John O'Malley, Barb O'Connell, Diny Van Beers, Gail Skidmore

1. **Approval of Agenda**
   There were no additions to the Agenda presented by the President.

2. **Approval of Minutes**
   Moved by Jonn Robertson, seconded by Kathy Galvin that the minutes of the December 30, 2024 Zoom meeting be approved. Carried.

3. **Chair Reports:**

   a) **Treasurer (Jonn)**
   On January 27Jonn emailed his Financial Report for fiscal 2024/2025 to the Management Team. Jonn has been unable to establish the whereabouts of some club assets, such as the coffee urn. It is thought that John O'Malley has some items in storage and he should be contacted. Equipment was recorded on the statement at cost. There are presently 86 members paid to date.
   Jim Smith will review the financial statements.
   Jonn was thanked by members present for his services as Treasurer. Faye Zinck will be the new Treasurer.

   b) **Membership (Barb)**
   No report

   c) **Activities (Diny)**
   Diny wants insurance discussed in February or March. Leads have been advised that insurance will be reviewed. It may be in the newsletter next time.

   d) **Special Events**:
   Kathy advised that entertainment has been secured for the Christmas party and the date has been reserved with the Legion. She is presently looking at caterers. The cost will be estimated including food and taxes to establish the ticket price. The cost of the hall and entertainment are subsidized. Other venues have been examined but so far the costs are higher than the Legion.

   e) **Programs (Jolyon Brown)**
   Jolyon advised that he has a list of potential speakers and he turned the file over to Greg. Ken said he has a speaker for March. Greg said Elderdog approached him to ask to be a speaker sometime. We discussed whether we should have speakers who might be promoting a service. We don't want to be a venue for advertising businesses but services that would be of benefit to members might be different. We discussed providing links on our new web page or a list in the newsletter. No decision was finalized. Further discussion might follow as there are pitfalls to be considered.

f) **Hospitality**

Kathy suggested we need to appoint "members at large". Their duty would be to oversee a special event, i.e. the Christmas event and they would replace a "special events coordinator". They wouldn't need to be at all meetings. The position would be approved at the AGM.

Motion: Joanne moved to replace the position of "special events coordinator" with the position "member at large". Nancy seconded the motion.

Discussion: Jonn suggested leaving the special events coordinator but creating two new positions called members at large.

Amended Motion: Joanne amended her motion to move to create the position "Member at Large" as required who will be a member of the Management Committee. Nancy seconded the motion. All in favour. Motion carried.

The amendment will be presented at the AGM.

g) **Communication (Joanne)**

The website is a work in progress. The password will be sent to members in good standing on March 1. Members have until that date to pay for the next year. The old website will run with the new one until April 1 then it will be stopped. Joanne is happy with the new website and the person who has been coordinating it. It was mentioned that a more colourful front page might be nice. Joanne will do a presentation at the AGM on how to use the new website.

4) **Continued Business**

Succession Plan going into 2025 was discussed briefly. The following positions have been filled: president, past president, treasurer, communications, hospitality, programs, activities, Christmas special event lunch, membership but a deputy is needed. The following positions are vacant: vice-president, secretary plus deputy, secretary for general meetings and a deputy for membership.

5) **Adjournment and Next Meeting:**

The meeting was adjourned early at 11:30 a.m. There was a problem with the room being double booked.

Next Meeting: February 26, 2025.