BCP Management Team Meeting,
November 29, 2023
Minutes

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

1. **Approval of Agenda**
   Moved by Diane, seconded by Joanne that the agenda be approved. **Carried.**

2. **Approval of Minutes/Amendments to Past Minutes**
   Moved by Diane, seconded by Maureen that the minutes of the meeting dated August 30, 2023, be approved. **Carried.**

3. **Chair Reports:**
   a) **Treasurer (Jim)**
   The bank balance is currently $9,261.10, which includes 2024 membership fees in the amount of $240.

   b) **Special Events (Maureen)**
   There are currently 96 people signed up for the Christmas Lunch; this includes the four members of the Vintage Style Quartet whose meals are included in the lunch expenses. Maureen will forward pertinent information about the event to Joanne, to be included in the newsletter.

   c) **Membership (Gayle)**
   There are currently 184 paid members and 2 potential members.

   d) **Activities (Patricia/Nancy)**
   Diane Anderson is stepping down as activity lead for the Movie and Dinner group at the end of December.
   Discussion took place regarding an issue with two members who have been causing problems at the events that they attend. Ken will bring By-law 3.12 to their attention and advise them of the behaviour required of them. If the problems persist, they will be asked to resign.

   e) **Programs (Jolyon)**
   Jolyon is meeting with other Probus program chairs on January 10 to get ideas for speakers for the monthly meetings. He hasn't yet obtained a speaker for January and John O'Malley volunteered to speak on the Environment. The Bylaw changes will be discussed at the meeting, so John will keep his presentation to 20 minutes.

f) **Communication (Joanne)**

Joanne will have the newsletter out by Friday. She will include important issues such as the proposed changes in the Bylaws, the importance of paying membership dues by January 31 so that Management Committee can be aware of the funds available for the year's activities. Joanne met with the members responsible for the websites at 8 different Probus Clubs. As a result of the information shared at the meeting, she has decided to continue using Word Press as the website provider but work on reconfiguring the content.

4. **New Business**

a) **Survey Results**

Only one volunteer was recruited as a result of the recent survey conducted by Joanne.

b) **Bylaw Changes**

Two changes to the Bylaws were discussed and will be presented to the membership for a vote at the January general membership meeting:

1. Under "Special Events", the number of special events to be held throughout the year will be revised to read "A minimum of 2 events per year".

2. The Website Chair position to be changed to "Communications Deputy", reporting to the Communications Chair.

A vote on the changes will be taken at the January general membership meeting.

c) **Other**

Ken presented for discussion a draft list of the Management Committee positions, some of which will be vacant in February. A copy of the list will be placed on all the tables at the Christmas lunch. It was decided that current committee members will not sign up for any of the positions but will add their names to a separate column titled "Mentors". Any members who sign up will then be directed to the official job descriptions that are posted on the website. John O'Malley will collect the sheets at the end of the function.

5. **Adjournment and Next Meeting:**

The meeting was adjourned at 12:00 p.m.

Next Meetings:

1. Wednesday, January 3, 2024, at 10:00 am, in the Country Grocer meeting room.
2. Wednesday, January 31, 2024, at 10:00 am, in the Country Grocer meeting room.