

**Carefree Society Board of Director's
Minutes for March 16, 2017
4:30 pm meeting at 490 Quebec St.**

Present: Linda Renner, Tara Chiasson, Cathy Hickman, Steve Lorenz, Pam Kyrein, Fae Mooney, Roberta Chartrand

Absent: Terry Pipkey, Susan Evans, Ken Biron

Call to order – 4:32 pm

Old minutes – review for errors or omissions, Tara moved to accept minutes as circulated, seconded by Steve. Carried

Business arising from December 15, 2016 Minutes:

- ❑ **Strategic Planning committee update- discussed Goal 3**
- ❑ **Office renovations – the new door has been installed.**
- ❑ **Aimhi & CLBC –**
 - **They have concerns that Handy Dart is not able to get clients to work on time or they arrive too early, specifically at Aimhi on Saturdays when the door is still locked. Cathy explained the shared ride concept of Handy Dart and our goal to get passengers to their appointments on time which could mean we have to drop some passengers early. We never leave anyone unattended if they cannot get into a building at their destination. They would get back on the bus and go for a ride while other passengers were dropped off and then we would try again to drop them off or take them home.**
 - **Action item – Cathy will contact Carole Barriault to suggest ways to advocate for better transportation.**
 - **Action item – Steve will contact Shirley Bond to advocate on behalf of CLBC.**
- ❑ **New Society Act – keep on agenda**
- ❑ **Executive Director evaluation- template – Steve brought examples of ED evaluation forms for Cathy, staff and board to complete.**
 - **Action item – Steve will email Cathy the evaluation form for the staff. It needs to be modified first and then Cathy will hand out to staff with instructions to put completed form in a sealed envelope addressed to Steve Lorenz.**
 - **Action item – Steve will modify the form that the board fills out and bring it to our next meeting in May for discussion.**
 - **Action item – Cathy will fill out the self-evaluation form and send it to Steve.**
- ❑ **Staff representative – Susan was not present-see attached report.**

- ❑ **Website succession planning.** - Ken wants another course to upgrade his skills. Tabled until next meeting.

Treasurer's Report:

- ❑ **Financial statement updates –Cathy read the report.**

New Business:

- ❑ **Contract extension**
 - **BC Transit has given us a two year extension on our contract to coincide with the opening of the new Transit facility. They do not want the contract to go to bid before that.**
- ❑ **Maintenance budget**
 - **We are well over budget this year but BC Transit and the City have approved the deficit.**
- ❑ **Canadian Payroll Certification invitation**
 - **The board agreed that Carefree will pay airfare for Cathy to attend the 12th Annual Certification Recognition event in Calgary on April 5th. This event is a formal recognition ceremony for new Payroll Compliance Practitioners and Certified Payroll Manager graduates. Cathy completed the PCP course last year.**
- ❑ **Staff updates**
 - **Chris is still off work but is recovering very well. CJ is back to work but is waiting for knee replacement surgery. Carol Matthews is on a leave of absence until April 30th. She wanted the time to be sure she was ready to retire.**
- ❑ **Review one bylaw from our Constitution-** tabled until May meeting.
- ❑ **ATAC meeting update**
 - **Cathy went over the highlights of the meeting – the location of the new transit facility and expansion hours going to extend Stat holiday hours. She congratulated the ATAC committee for successfully advocating for accessible service to and from the Airport at the Airporter price of \$16 a ride. The Airporter has a contracted PG Taxi's wheelchair accessible cab to provide rides for passengers with mobility devices.**

Additions to Agenda:

- ❑ **BC Transit workshop**
 - **A board member will attend the BC Transit workshop along with Cathy or Shawnee. In the past 9 staff members have had the opportunity to attend this event over the years to get a broader view of how the Transit system works in our province.**
 - **Action item: Steve will email Cathy to let her know if he is able to attend the workshop in Penticton, June 5 –7th. If he can't, Linda Renner is interested in attending.**

- **Add 1 extra meeting before our AGM in June.**
 - **May 18th we will have our next meeting if Ken is able to book the room at Handy Circle at 4:30pm.**

Meeting adjourned at 5:45pm

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| <p style="text-align: center;">Next board meeting is May 18, 2017</p> |
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