

Brookwood-Fernridge Community Association

Inaugural BFCA Board Meeting Minutes

November 30th, 2016

PO Box 61649 Brookwood, Langley, BC V3A 8C8

Board Attendance:

Wayne Crossen
Amy Morose
Joy Richardson
Don Tocher
Pat Tocher
Michael McGarry

Absent: na

Also in Attendance: na

1. The meeting was called to order by Wayne Crossen, at 7:00 pm
2. Motion – adopt the agenda
 - a. Motion by Don Tocher to adopt the agenda
 - b. Seconded by Amy
 - c. Agenda adopted

Action Items: na

3. Election of Officers
 - a. Wayne Crossen was elected as Chair by acclamation
 - b. Joy Richardson was elected as Secretary by acclamation
 - c. Amy Morose was elected as Treasurer by acclamation
 - d. Michael McGarry and Don Tocher will remain as Directors at Large

Action Items: Amy's will receive all BFCA mail at her residence until we register a PO Box

4. BFCA Community Association to open one chequing account
 - a. Location: Coast Capital Savings , 4145 200th Street, Langley BC
 - b. Signing Authority: Amy Morose as Treasurer, Joy Richardson as Secretary, and Don Tocher as Director at Large will be authorized to transact generally any business relating to the chequing account, and will have signing authority for the account
 - c. Any two of the three named parties are required to sign cheques
 - d. Unanimously accepted

Action Items: Amy to open Chequing account

5. Motion – BFCA annual membership
 - a. Motion by Joy Richardson to set the Brookwood-Fernridge Community Association fees at \$2 annually
 - b. Seconded by Don Tocher
 - c. Unanimously accepted

Action Items: na

6. BFCA - Mission Statement
 - a. The Mission Statement was discussed and we agreed that one should be included on the website
 - b. Don Tocher will work on the wording of the Mission Statement to share by email/social media for discussion and revisions

Action Items: Don to Follow-up on the mission statement

7. BFCA Website development
 - a. Michael walked us through what he has set up on the website so far and taken comments from other members to incorporate items and adjustments
 - b. Web development will be an ongoing process over the next few months with a deadline of March 31, 2017, set to go live with the website
 - c. Michael suggested that membership fees be taken through a PayPal platform and use Mail Chimp for the member database
 - d. \$160 was gathered to set up the website and pay platform. Don Tocher, Joy Richardson, Amy Morose and Wayne Crossen each contributed \$40 to cover this cost
 - e. This money is to be repaid along with the \$32 Wayne paid for the Society name search, and the \$20 Amy, Michael, Don, Joy and Wayne each paid for the Society registration once funds have been contributed to the Community Association either through membership fees or grant money received

Action Items: Michael to follow-up on web development

8. Letter to TOL to inform of BFCA creation
 - a. Wayne suggested that we write a letter to Township Council to inform them of the existence of the BFCA, include a list of Directors
 - b. BFCA asking to be given notice by the Township of items affecting Brookwood-Fernridge
 - c. Unanimously accepted

Action Items: Wayne to follow-up on letter to TOL

9. BFCA press release
 - a. Wayne also suggested that we have a press release ready to be distributed to the papers and through social media once the BFCA is launched and website is ready to go live.
 - b. Everyone agreed and Wayne will also work on this press release.

Action Items: Wayne to follow-up on press release

10. Motion - BFCA 'not' to borrow money
 - a. Motion by Don Tocher that the Board is not authorized to borrow any money on behalf of the Brookwood-Fernridge Community Association.
 - b. Seconded by Michael McGarry
 - c. Unanimously accepted

Action Items: na

11. BFCA Township of Langley grant application
 - a. Amy will get the Township of Langley grant application started - opens Dec 1, 2016, must be completed by February 2017

Action Items: Amy to complete grant application

12. Advice and feedback from FLCA
 - a. Don will speak with Harold Whittell on the progress the Brookwood-Fernridge Community Association has made thus far, and find out if Harold has any advice going forward.

Action Items: Don to follow-up

13. Adjournment: The meeting was adjourned at 9:15 pm.

14. Next meeting [tentative] will be December 21, 2016 at 7:00. Location to be determined

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Respectfully submitted by, Amy Morose – Treasurer
Adopted by the Board in the meeting of November 30th, 2016