

DIRA Executive Meeting Minutes October 4, 2010

Old School Meeting Room
7:30 p.m.

Executive Present: Liz Johnston, Derek Hood, Doug Wright, Doug Ward, Nettie Cotter, Max Campill-Wedges

Absent: Andrew Scruton

Call to Order: 7:35 p.m.

1. Motion to Approve Minutes of September 8 Executive Meeting: *M/S/carried*
2. Motion to Approve Agenda, as amended: *M/S/carried*

New Business:

1. **DIRA Insurance: Update & Directors Liability Insurance transfer (Liz)**

Including the signed authorization form to transfer to the new agency, AXIS, Liz has been sending on an ongoing basis all information and documentation to assist Kathryn Britnell in composing an overall policy involving all policies/committees. With regards to Directors liability, a Travellers general information form is still outstanding.

Action: In continuing the ongoing efforts to assist the insurance transfer and coverage, the Executive agree that Liz complete and submit the Travellers form.

2. **Membership request for DIVFD Financial Review (Doug Ward)**

Ian Smith of CVRD has recently called the DIRA member Edi Johnston requesting to meet with her regarding her concerns. Doug Ward will continue to facilitate her request for the review, which will require an appropriate location and DIRA assistance by Derek and Nettie.

3. **DICEEC update (Doug Wright).**

Members including Simon Palmer, Jennifer Villard and Jackie Pickett have volunteered to continue with the DICEEC Committee function. Ian Smith of CVRD advised that due to date conflicts, CVRD representatives would be unable to attend the October DIRA General Meeting as requested. Ian Smith has suggested a meeting with the new DICEEC group first. Also Patricia Gagnon will be providing a report relating the activities of her role as coordinator.

Action: Doug Wright will meet with Simon Palmer to discuss a brief DICEEC introduction at the October General Meeting. A more detailed presentation will be done at a later date when CVRD can attend to provide adequate information for membership and taxpayers.

4. **Minute taker: Review of Draft Sept General Meeting Minutes**

All present discussed and agreed towards a 'bare bones' format and one-time edit sessions with regards to minutes recording.

Action: Liz and Doug Ward to investigate on who is available to record the minutes, probably on an interim basis until April.

Action: Executive agree to the October 4, 2010 amendments made to the draft of September 13, 2010 General Meeting minutes. Liz will finalize and ready for approval.

5. **HST application for DIRA (Liz)**

DIVFD agreed that DIRA will apply for a separate HST business number on behalf of DIRA and the rest of Committees. Potentially the application will have separate sub-numbers for each of the committees.

Action: Liz will complete the application for the HST business number, inquiring on separate numbers for individual committees, etc.

6. **Trails Committee: possible blending with Parks. Where to now? (Max)**

Carry forward from September Executive Minutes: "Following the recent resignation of Ralph McCuaig, Trails Committee is now inactive with few members. There have been recent discussions on the possible blending within the two Committees, Trails and Parks. It is noted that Trails still have funds on hand for future use. Max will make inquiries with Trails Committee on their position on a possible amalgamation of the Parks/Trails Committees."

Action: Max will follow up.

7. **Follow up further to August 30, 2010 meeting with CVRD;**

Follow up further to request by membership for meetings with CVRD

Action: DIRA to delay action as CVRD has indicated that they will provide DIRA executive with a proposed services agreement plan by year-end.

Action: Prior to the October General Meeting, Liz will continue to request confirmation on a firm date that CVRD will meet with Denman residents addressing tax queries.

8. **Executive Board vacant seat**

Discussion included suggestions on possible appointments from existing membership

Action: Doug Ward to first approach possible candidate.

9. **Health Network update- request for presentation to DIRA (Nettie)**

Shari Dunnet of Denman Health Services will present the "Age-Friendly Communities" Grant and Planning at the October 18, 2010 General Meeting. Judy Kochanuk of Youth and Family Services of the Hornby Denman Community Health Care Society will present to DIRA at the November 8, 2010 General Meeting. Doug Wright inquired whether Home Support Services could benefit from grants available from DICEEC for course and training costs, perhaps including transportation costs.

Action: At the next Health Network meeting, Nettie to initiate contact with Karen Eldridge, Home Support supervisor, and to direct further discussion on potential funding to Doug Wright.

10. **Parks Committee update (Liz)**

With regards to future contacts from those authorities involved with the new North Denman Park, it was agreed that Parks Chairperson: Peter Karsten is the appropriate representative for DIRA.

11. **DIRA Membership listing**

With initial guidance from Derek and Liz, Nettie will take over the maintenance of the membership database. For the future 'membership drive' in 2011, Liz suggested that a mailing campaign with return envelopes for annual membership fees would be more successful. A Denman listing of 500 residents is available. It is estimated that the mailing costs would be recovered with increased membership fees.

Action: This suggestion will be discussed and decided in January 2011, when it is closer to the annual renewals.

12. Executive Board Communication Issue

At the September 8, 2010 Executive Meeting, Derek presented a guideline handout regarding e-mail etiquette (listing attached at the end of Minutes).

Motion: That DIRA Executive incorporate the email etiquette suggestions handed out in the previous Executive Meeting into the Communication Guideline document for DIRA Executive
M/S/carried

13. Financial History

Derek and Andrew have been compiling historical and current financial information to provide yearly comparisons of funds handled by the DIRA Treasurer. This was to provide a sense of the dramatic increase in responsibility and capacity of funds handled at the Executive level. For example, 2003 managed \$5,000 funds as compared to 2009 with \$125,000 (which excludes recreational grants and Waste Management funds).

Of note, Derek discussed with John Johnston of the Dock Committee re: planning for disbursement of funds for project. It was agreed not to make any changes at this time; the current method of requesting cheques with some advance notice should work. Other options will be considered as requirements occur.

14. October 18 GM Meeting: Facilitation / Setup / Signs / Grapevine+

Action: Facilitator – Liz; Setup – Liz & Nettie; Signs – Derek & Liz; Grapevine – Derek; Minutes – Liz to investigate

Incoming Correspondence:

1. Harlene Holm, Denman resident, letter discussing DIRA/CVRD processes, September 13, 2010
2. Julie Kochanuk, Youth & Family Services of the Hornby Denman Community Health Care Society, request to present at next DIRA General Meeting, September 16, 2010
3. Shari Dunnet, Denman Health Society, request to present "Age-Friendly Communities" Planning at next DIRA General Meeting, September 20, 2010

Outgoing Correspondence:

1. Boyd MacKean, DIRCS, advising 2011 booking dates for DIRA General Meetings, September 10, 2010

2. Debra Oakman and Ian Smith, CVRD, email thanks for August 30, 2010 meeting with CVRD and request for copy of HIRRA Community Service Agreement, September 13, 2010
3. Kathryn Britnell, AXIS Insurance, signed document "Broker of Record Appointment" effectively changing the insurance broker, September 14, 2010
4. Harlene Holm, Denman resident, response to September 13, 2010 letter discussing DIRA/CVRD processes, September 14, 2010
5. Debra Oakman, Chief Administrative Officer, CVRD, response to CVRD request for DIRA and community input re DICEEC activity by September 30, 2010 and for discussion re services agreement, September 28, 2010
6. Julie Kochanuk, Youth & Family Services of the Hornby Denman Community Health Care Society, confirmation to present at the Nov 8, 2010 DIRA General Meeting, September 16 and 29, 2010
7. Shari Dunnet, Denman Health Society, confirmation to present "Age-Friendly Communities" Planning at the Oct 18, 2010 DIRA General Meeting, September 29, 2010

Adjournment:

9:25 p.m.

E-Mail Etiquette

Here are questions that one might ask oneself re DIRA e-mail:

1. Is this an e-mail that requires my reply?
2. If I don't need to reply, would it better serve the Exec for me not to add yet another e-mail to most folks' full inboxes – that is, would it be better to be silent and reduce cyber traffic congestion?
3. If I need to reply,
 - (a) Is my e-mail constructive, that is, is it a contribution towards solution? Might it be construed by its recipient(s) as adding more “heat” to the discourse? Is the tone collegial?
 - (b) Does it address issues, rather than individuals or personalities?
 - (c) Have I read my e-mail to remove any “red flag” words or phrases which, though unintentional, may be hurtful or unfair to others?
 - (d) Is my e-mail written in clear, concise and plain language? (Though I love poetry and historical allusions, I don't feel that they serve us well in Executive business communications as they are often subjective and can be misconstrued.)
 - (e) Would I want to receive the e-mail I am about to send? (electronic “Golden Rule”)
 - (f) If I am annoyed or mad, would I be better to sleep on this e-mail before I push “Send.”