

## ***Notes from Council meeting at the Commons on Tuesday February 3, 2015***

**Present:** Rebecca Furnell (facilitator), Jinny Hayes (co facilitator, filling in for Nancy Heatherington Peirce), George Szanto, Brenda Fowler, Linda St Clair, Muriel Weins , Alison Fitzgerald, Shelagh Huston, Robbie Huston, Judith Roux, Kit Szanto, Sharon Arnell, Patrick Roux (Scribe for PMT)

### **1 - 20 minutes discussion**

Budget Presented by Deborah Ferens

Deborah went over the year-to-date Commons revenues and expenditures statements (circulated with these notes as separate excel documents). She noted she always budgets “a little in the red” to be on the safe side. We do have our \$5,000 contingency in case of any bigger deficit than projected. The document reflects the decision to cut PHC (People for a Healthy Community)'s rent in half.

The second document that Deborah presented was the restricted funds (also attached). This has made the accounting even more labour intensive. It reveals and reinforces the structure of the Commons. Each team can and should do its own accounting within their own restricted funds. The COM Budget draft presented later in the meeting is one example.

Everybody thanked Deborah for the clarity of her great dedicated work.

### **2 - Team Reports**

#### **Farm Management Team**

- Jan 26 meeting re mid-week market: 9 farmers were there and interested. They talked about a cooperative and creating interest for fresh food. Rental of tables and organization of the market will be done by the participants.
- A seed inventory was made (there is a impressive history on our shelves already).
- Need a new gate for the orchard and kitchen garden (plant kiwi).
- Field trip is planned for Feb 14 to Saltspring Island.
- Next meeting 23 February, Time TBA.

#### **Trails and Green Spaces Team** (trails and green spaces)

- Generally meet at Saturday work bee; still working on Daphne and broom.
- Meetings: Feb 7, 14, 21, & 28 at 10 AM

#### **Sharing the Commons**

- Team suggests that \$3000 would be a good allowance from Commons Operating budget for Communications team.
- Project re: Workshops in Arts and Crafts with Patrick Olmsted. The idea is to start with a small project (making instruments and showing different techniques of polishing, etc.) Jan 21' 3-5 pm at the Commons
- WVO (waste vegetable oil) Storage is to be temporarily moved from GIRO to the Commons until renovation at GIRO are finished. Jinny raised her concern about implications for the Commons

insurance, as the underwriting company had previously disallowed this storage. Linda St Clair pointed out the use of good Commons process about whether to accept the oil on the Commons. Robbie Huston said that it was up to the Sharing the Commons and PMT (Property management team) to decide. Also the information brought to Council allowed the other teams to engage and influence the final decision. Consensus that we should comply with Insurer requirements. Judith will take this to the Trustees and call the CCCU insurance contact person in Victoria.

- Next meeting February 18th @ 1 pm.

### **Board of Trustees**

- Trustees are planning a (private) **Party to celebrate all Commons participants on March 21<sup>st</sup>** (taking good care of every one who participates in the Commons.). More details and invitations will follow.

- **Meetings:** Feb 5 @ 2.00 pm and Feb 19th @ 4.30 (Fundraising only)

### **Property Management Team**

- A check list, inventory and repair list is being prepared during the Saturday work bees . These meetings are replacing regular meetings during this month.

- The roof of the house will be replaced with metal roofing - the last roof of the five at the Commons. The team will call for a big work bee to do the roofing.

- PMT Mandate:

To maintain building and grounds.

To be responsible for short term uses of the Commons .

To participate in project task forces. (For more information: Commons website)

Next Meeting: Prior to Saturday workbees, Feb 7, 14, 21, & 28 at 9 AM

### **Conflict Prevention and Resolution Team**

Muriel reported that there were no visible problems, but noted that issues under the surface can become problems and felt a suggestion box could be useful for people to note annoying things. Next meeting: Feb 11 at 10 am. All welcome.

### **Long Range Planning**

Top Five long range planning projects:

- Farm equipment shed (will be under solar panel structure)

- Kiosk and farm gate stand – on hold with questions re: entrances and traffic flow

- Timberframe building (roof 99% done and second floor started)

- Maintenance of buildings and property (PMT)

- Phase 1 of the Goat Barn (need for a group to incubate this project)

Note: This summary of the work done by the LRP does not give justice to the quantity of work done. Please invest some time and look at the chart and other explanations on display in the dining room at the Commons .

- Next meeting: Thursday Feb 12 at 2:30

### **Grant Writing Team**

- Septic grant from AgriSpirit is dependent on 50% matching funds; the grantor has been informed that the matching funds have been located at the Commons, using unallocated funds, the Contingency or a cashable GIC that is being held in reserve. Team hopes that full funding will be available for this project early this month.

## Communication Team

The Commons website is being revised and a proposal has been made to change html builder to WordPress. Each team will be able to manage their own page, entering news and photos. As noted, corrections to the exiting pages will be mounted by Hans soon. We have had the offer of help to design a new Commons logo. Should the Signage Team remain independent or work with COM? Agreed these members will work with the COM Team.

A format for team mandates has been submitted with the request that all follow the template for uniformity.

- Budget
  - Brochures reprinting \$800
  - Commons trails and area map copies \$50
  - Sounder "Events Calendar N x \$20 -
  - Large ads for trustees COM or other non events reasons \$500
  - Articles about commons 15 x \$? -
  - Signage (\$2000 in reserve)

A proposed COM mandate was circulated for Council approval (Attachment I), but time constraints restricted discussion, so Tabled for next Council meeting. Please review and bring feedback to March council.

- Next Meeting TBA the week of Feb 16

## Covenant Team

With generous donors contributing to the mortgage pay-down, it is time to begin compiling the Baseline Report of the Covenant. An invitation to the community has gone out for a planning meeting Sunday Feb. 8 at 10 am; Next team mtg: Feb 21, 1.00 pm

## 3 -Follow-up Items from Previous Meeting

### Responsibilities of Facilitators at Commons Council

Attachment II

(Nancy Heatherington Pierce and Rebecca Furnell). A new preamble to this document was circulated by Rebecca (as planned at Jan Council). This brought the discussion to the role of Council itself, and it was decided to examine this as a 20-minute discussion at a future meeting. Comments on the entire document will be discussed at the March council meeting – please send to Rebecca ([furnellr@gmail.com](mailto:furnellr@gmail.com)). Rebecca will collect the feedback and bring to March council for discussion.

Rebecca re-ordered the schedule for future 20-Minute Discussions to reflect new topics raised at the January council meeting and the new need to explore the role of council and council facilitators:

March	Role of Council/facilitators
April	Social Enterprise (Robbie Huston)
May	Commons Field Guide (Trustees)
June	Orientation to the Commons (Trustees)
July	Signage (Communications/signage taskforce)

## 4 - New Business

Rebecca read a letter addressed to Council from Gabriola Performing Arts Foundation formed for the purpose of creating or renovating a venue on Gabriola (Attachment II). Request sent by Susan Yates/Sharing the Commons Team.

Discussion: Agreed that a performing art centre is needed. From 60 to 125 seats, the venue could be new or renovated. The Commons goat barn could be a good candidate for such an endeavour. It's the third time that different groups or persons have approached the Commons about this. In the past, Commons encouragement to proceed has not been sufficient to balance the need of the protagonist to be compensated, or there have been difficulties in working within the structure of the Commons (booking system, accounting, and benefiting the Commons in general). Once again, we would not wish to miss an opportunity to support and accept such a gift. Patrick proposed a solution that would also suit Gabriola's need for a dedicated Performance Arts venue within already-planned proposals by LRP, PMT, etc. The Goat Barn could really only become a small, flexible venue of under 60 seats (with minimal investment); this could also accommodate other, multi-purpose needs.

Generally, Council's reception was positive and it was proposed to form a study group. Everybody was happy to see that the goat barn finally could reach its potential.

## **Attachments:**

### **I) Communications Team Mandate - DRAFT**

January 2015

#### **Mandate**

The Communications Team (COM) facilitates exchanges of ideas and information about the Gabriola Commons, both among Commons teams and individuals [participants] and between the Commons and the Gabriola community.

#### **Objectives**

1. To enhance knowledge and understanding about the Commons.
2. To promote participation in the life [activities] of the Commons.
3. To encourage the exchange of ideas, concerns and hopes for the Commons.

#### **Strategies**

1. Maintain the Communiqué, a semi-monthly electronic newsletter to Commons members who wish to receive it; condense this and post on Village Foods bulletin board semi-monthly.
2. Maintain the Commons website; assisting teams with posting of pertinent news and information.
3. Maintain the Commons Flickr site for photographs taken on the Commons.
4. Write and support others in writing articles for publication in local newspapers, on the Commons FaceBook page, various blogs, and other media.
5. Functioning as the primary point of contact/liaising with the media.
6. Maintaining tri-fold displays for various events.
7. Liaising among teams.
8. Facilitating Gabriolans' access to, and understanding of, the Commons land, events, and functions, eg, signage, maps, brochure, etc.
9. Promoting attendance at Commons events and meetings using the Communiqué, website, local newspaper and other media.
10. Attending and reporting regularly at Commons Coordinating Council.

## II) RESPONSIBILITIES OF FACILITATORS AT COMMONS COORDINATING COUNCIL MEETINGS

### BACKGROUND: ROLE AND RESPONSIBILITIES OF THE COMMONS COORDINATING COUNCIL

*The Council is a key body in the daily operation and future planning of the Gabriola Commons, and works within the purposes and principles of the Commons (as stated in the Foundation's Constitution and Bylaws). The size of the Council is variable: one or more representatives of each of the Commons Teams, Groups, and Projects; one or more Trustees of the Gabriola Commons Foundation; representatives of the main tenants; any other people interested in the activities of the Commons; and two co-facilitators (changing every few months) appointed by the Council. The Council meets once a month.*

*To support the daily operations and future planning of the Commons, the responsibilities of the Council are:*

- *Ensure effective sharing of information among the Teams, Groups, Projects, Trustees, and main tenants*
- *Discuss issues of broad significance for the Commons*
- *Make decisions (using a specific consensus-based model) for actions and/or recommendations, regarding issues of broad significance for the Commons.*

### RECRUITMENT OF FACILITATORS

- Is the responsibility of the Council as a whole
- Qualifications:
  - Familiarity with the Gabriola Commons (goals, structure, activities, participants, etc)
  - Not required to participate on a Commons Team, Project, or Group
  - Willing to facilitate group decision-making using the approved consensus-based model
- Not necessary to have experience in facilitating informal small-group meetings; other facilitators with experience will offer guidance and support.

### ACCOUNTABILITY OF FACILITATORS

- Facilitators are accountable for their work to the Council

### TERM OF COMMITMENT

- Six months, with a change of one co-facilitator every three months
- The two co-facilitators decide on the division of responsibilities between them
- Available on the first Tuesday evening of the month; meetings last approximately two hours
- If one facilitator cannot attend a monthly meeting, the other person leads on her/his own

### RESPONSIBILITIES

- Plan the agenda for each monthly meeting
  - Refer to notes of past meeting for relevant items
  - Continue the agenda format currently in use
  - Meeting notes are not approved at the next meeting (some reports provide corrections)
- In advance of the monthly meeting:
  - Remind the presenter of the 20-Minute Discussion
  - Remind Teams who have outstanding actions to provide updates in their reports
  - Remind the Team that is taking the notes at the meeting
  - Distribute to the CCC email list any documents that will be addressed at the meeting
- Facilitate the meeting

- Maintain a welcoming and positive atmosphere (e.g. introductions, chairs in a circle, etc)
- Maintain respectful communication and behaviour
- After the meeting:
  - Ensure that the draft notes are written promptly, and sent to the facilitators
  - Review/correct notes promptly; send to Communications Team for distribution

*Approved as a working document by the Coordinating Council: . . . [date]*

### **III)**

#### **Letter from Gabriola Performing Arts Foundation**

“The GPAF (Gabriola Performing Arts Foundation) is prioritizing the questions it needs to consider before going ahead with theatre space planning. Three of the priorities are: Type and size of building; Location of building; and New vs. upgrade to existing building. This 3rd question is where the Commons comes in. We would like to know from the Commons, whether they think it is essential that GPAF consider the goat barn in its deliberations.

Here are the requirements gleaned from the community (August to November meetings) to date:

- size of space they want to plan for is 75-125 seats
- rehearsal and storage space could be in different locations, but best to have in one space
- office and meeting room(s) valuable, but not essential
- space should be as flexible as possible, so that all performers find it useful
- sufficient parking is (alas) essential
- grant-writing and funding proposals need to be written in the next few months with definite plans to accompany them.

With the above points in mind, could you, Commons folks, please discuss this at Long Range Planning and perhaps at the next Council Meeting? GPAF would like to know either way whether they should seriously consider the Goat Barn or whether they should look more closely at a 'stand alone' building.

Thank you, everyone! Next GPAF meeting is tentatively scheduled for Feb 4 and I imagine we will be discussing all comments received on this query.”

<b>GABRIOLA COMMONS FOUNDATION - AVAILABLE FUNDS 2014 - 2015 FISCAL YEAR</b>				
<b>Revenue:</b>				
		Principle	Interest	
CAFT	28,096.00			
Canada Helps	3,000.00			
Personal Donations	1,800.00			
Mortgage Paydown				
	32,896.00			
Less: monthly mortgage payments	32,422.00	20,614	11,808	
Remaining:	474.00			
Interest revenue	665.00			
PHC Hydro	2,772.00			
PHC rent	7,800.00			
Casual rent	2,800.00			
<b>Total available revenue</b>	<b>14,511.00</b>			
<b>Operating Expenses</b>				
Accounting & Legal	2,100.00			
Advertising & Promotion	350.00			
Bank charges	500.00			
Dues	580.00			
Insurance	5,100.00			
Office	300.00			
Internet and Telephone	1,300.00			
Repairs & Maintenance	1,515.00			
Supplies	150.00			
Utilities	4,800.00			
Total Expenses	16,695.00			-
Over/Short	(2,184.00)			-
Contingency Fund	5,000.00			
NOTES:				

<b>GABRIOLA COMMONS FOUNDATION - PROJECT/TEAM BUDGETS/RESTRICTED FUNDS - December 2014</b>												
<b>REVENUES</b>	<b>CommKit</b>	<b>TAGS</b>	<b>Sust Centre</b>	<b>PMT</b>	<b>FMT</b>	<b>SP EVENTS</b>	<b>Communic</b>	<b>North Grd</b>	<b>South Grd</b>	<b>Namaste</b>	<b>Green Bikes</b>	<b>Learning Op</b>
Donations	550.00											
Anon Donors	3,000.00	2,137.96	2,000.00	835.00								
Grants		2,755.25	4,571.31									
Fees								973.23	3304.19	1001.41		
Sales					538.35	397.55					496.09	
Corporate	6,975.40											
Rent-Casual				7,629.54								37.00
Other				253.51	314.21	6,396.68	1,165.26	118.00		54.00		
<b>TOTAL REVENUE</b>	<b>10,525.40</b>	<b>4,893.21</b>	<b>6,571.31</b>	<b>8,718.05</b>	<b>852.56</b>	<b>6,794.23</b>	<b>1,165.26</b>	<b>1,091.23</b>	<b>3,304.19</b>	<b>1,055.41</b>	<b>496.09</b>	<b>37.00</b>
<b>EXPENSES</b>												
Comm Kit - Capital	6,155.30											
Evergreen-Invasive Plan		412.80										
E/W Connector		17.60										
Green Bike purchase											33.13	
Sust Centre - Capital			1,328.59									
Farm Gate					189.55							
Supplies							51		969.39	796.78		
Internet and Telephone												
Repair & Maintenance				1,184.75								
Outhouse									413.98			
Sp Event expenses						4,252.75						
Brochure							802.50					
<b>total expenses</b>	<b>6,155.30</b>	<b>430.40</b>	<b>1,328.59</b>	<b>1,184.75</b>	<b>189.55</b>	<b>4,252.75</b>	<b>853.37</b>	<b>-</b>	<b>1,383.37</b>	<b>796.78</b>	<b>33.13</b>	<b>-</b>
Budget/Restricted Funds	4,370.10	4,462.81	5,242.72	7,533.30	663.01	2,541.48	311.89	1,091.23	1,920.82	258.63	462.96	37.00