

**SATURNA ISLAND FIRE PROTECTION SOCIETY**

**("SIFPS")**

**MINUTES OF DIRECTORS' MEETING - First Meeting After ANNUAL GENERAL MEETING**

**June 27, 2010 at 1:15 p.m. at the Recreation Centre**

**DIRECTORS PRESENT:**

John Savage, Lorne Bolton, John Money, Tom Koochin, Bernie Ziegler, Hugh Grasswick, Theresa Howard, Ted Syverson, Tom Johnstone

**Fire Chief:** John Wiznuk

**Recording Secretary:** Marlies Petura on behalf of Bev Lowsley

**Guest:** Marlies Petura

**1. CALL TO ORDER:**

John Savage called the meeting to order at 1:15 p.m.

**2. APPROVAL OF AGENDA**

**Motion:** Moved by Theresa Howard and seconded by Lorne Bolton that the Agenda be approved.

**CARRIED**

**3. ELECTION OF OFFICERS**

John Savage nominated that the Officers should be:

John Savage - President

John Money - Vice-President

Ron Hall - Treasurer

Theresa Howard - Controller

Tom Johnstone - Secretary

John Savage then called for other nominations, none were received.

**Motion:** Moved by John Money and seconded by Lorne Bolton that nominations be closed.

**CARRIED**

There being no further nominations, the new executive were elected by acclamation.

**4. RECORDING SECRETARY**

**Motion::** Moved by Tom Johnstone and seconded by John Money. that the President and/or Secretary be authorized to obtain a contractor to conduct these duties of Board Meetings.

**CARRIED**

John Savage then introduced Beverly Lowsley as the new Recording Secretary.

## **5. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Motion:** Moved by Hugh Grasswick that the minutes of the last Directors' Meeting be deferred until the next Directors' Meeting.

**CARRIED**

## **6. KEYS- PO BOX 168**

John Savage stated that post office box #168 at the Saturna Post Office belongs to the Society and in the past all Directors had a key. Marlies Petura stated that for the past year a new system of only the Treasurer, the Controller and the Secretary having keys and checking for mail worked well. Marlies Petura provided her key to the incoming Secretary, Tom Johnstone. John Savage asked that all other Directors who have a key to the mailbox hand in their keys to the Secretary.

## **7. BANKING RESOLUTION**

John Savage advised that a number of items were deferred at the meeting held August 12, 2009.

**Motion:** Moved by Ted Syverson and amended by Tom Johnstone that all Directors have authority to sign on the general bank accounts of the Society and that the Treasurer and/or Controller be one of the signing officers and that the Treasurer and/or Controller are authorized to sign cheques up to \$500 and that all larger cheques require two signatures, one of which must be either the Treasurer or the Controller.

**CARRIED**

**Motion:** Moved by Tom Johnstone that the current arrangement that only the Treasurer, Controller and/or President and Head of the Building Committee are eligible to sign cheques associated with the Building Project and that one of the signatures must be either the Treasurer or Controller.

**CARRIED**

**Motion:** Moved by Lorne Bolton that the signing authority for Marlies Petura be removed from the bank signing authority.

**CARRIED**

## **8. 2010-2011 STANDING COMMITTEES**

John Savage reviewed the changes to the Board Standing Committees, noting that Ron Hall's name was inadvertently left off the Building Project Committee, adding Ted Syverson to Operations and Building Committees and adding Tom Johnstone to the Corporate & Administrative and MOU with SCC and Communications Committees.

A new Standing Committee, the "Nominations Committee", was established as requested by the members during the AGM. The members of the Nominations Committee will be Hugh Grasswick, Ron Hall and John Savage.

Tom Johnstone suggested that the Nominations Committee should put together a list of attributes and responsibilities associated with serving on the Board of Directors, to enable society members to make an informed decision on running for a Board position. Lorne

Bolton suggested that nominations be cut off two weeks before the AGM and that the list of nominees be published at that time.

**Motion:** Moved by John Savage and amended by Lorne Bolton to include the Nomination Committee in the 2010-2011 Standing Committees and that they be established as provided for in the document dated June 27, 2010 and that they have the same authorities as the 2009-2010 Standing Committees.

**CARRIED**

Tom Johnstone also asked that the Head of the Financial Committee obtain and present to the membership information regarding the three levels of review and presentation of financial statements by accountants, as well as the relative costs of each.

## **9. OTHER BUSINESS**

John Money provided a brief update on the building projects which are moving fast. Next steps are to obtain mechanical and electrical drawings immediately to enable the project to move forward. Money also provided information on the status of various bids that have been received. It continues to appear that these will be coming in substantially under budget.

John Wiznuk stated he had nothing to report at this time.

## **10. DATE OF NEXT MEETING**

Monday - July 12, 2010 at 10:30 at the Fire Hall.

## **11. ADJOURN**

**Motion:** Moved by John Savage to adjourn the meeting at 1:40 p.m.

**CARRIED**

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John Savage, President Tom Johnstone, Secretary