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## EXECUTIVE COMMITTEE MINUTES OF VIDEOCALL

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**Date:** February 17, 2022  
**Time:** 10:30 AM – Noon  
**Location:** Video Conference

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**Present:** Stephanie Killam (chair), David Luff,  
**Regrets:** Wayne Sawchuk, Juergen Puetter  
**Guests:**

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### Meeting Materials:

2 attachments supported the agenda.

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#### 1) Review and approve Executive Videocall Minutes of January 18, 2021

Executive reviewed and approved the minutes. Executive discussed some of the action items that will be carried forward (most of which will be covered in action item 2 below). Executive also advised Phil to search out a design business that could digitize our logo and create name tags (wooden with member names) when requested. They indicated this was a low priority. David moved to adopt the minutes and Stephanie seconded.

#### **ACTION**

Phil to post on-line, once the website is modernized, and advise Board members. Phil to also seek out purveyor who can digitize our logo and be able to create wooden name tags as per Executive's direction.

#### 2) Review of recommended priorities for last Q of Fiscal 2021/22

Executive discussed the recommended priorities and agreed we pursue them this quarter. They recommended that we discuss them with Darin Hancock within the next couple of weeks.

#### **ACTION**

Phil to contact Darin for scheduling a videocall.

#### 3) Proposal to amend Design Concept contract to finalize website redesign

Because of the significant challenges dealing with the sheer volume of material and complexity of the old website, Greg Prosser advised that he could not finalize the update as per Phil's review. Phil admitted that although he had provided advice during the development, he didn't appreciate the number of tweaks necessary after his in-depth review of the site. He recommended a \$1,000 amendment to the current contract (20%) was within Government contract standards as he recalled. Executive approved the amendment.



**ACTION**

Phil to draft amendment to the contract as discussed and rework Q4 forecast sourcing the funding forecasted for his services.

**4) Recommend “on demand” contract (to a maximum of \$2,000) with Design Concept for 2022/23**

Phil proposed an “on demand” contract for approximately 20 hours of specialized support for fiscal 2022/23 in case he needs it as he learns the management techniques of the new website. Executive approved the recommendation.

**ACTION**

Phil to include this line item in the work plan and budget forecast for 2022/23.

**5) New Business**

No new business was proposed.

**ACTION**

N/A.

**6) Next Executive Videocall: March 8, 10:30 AM – Noon, 2022**

**ACTION:** Phil to send calendar invitation.

**7) Meeting Adjourned: 11:00 AM**