

Meeting Date: June 15th, 2024

Meeting Minutes

Prepared by: Amy Harding, Secretary

Please submit proposed corrections or omissions to amy@hardingworks.org no later than 14 days after Minutes publication date.

In Attendance

EXECUTIVE COMMITTEE

Anna LeBlanc, President (online)
Anne Chaldecott, Treasurer
Amy Harding, Secretary

BOARD OF DIRECTORS

Ashlynn Baird
Skip Hamilton
Jennifer Langille
Nancy MacDonald

GENERAL MEMBERSHIP

Susan Forsyth
Cathy Gibbon
Maureen Hull
Kay Langille
Paula Law
Gretchen Maguire
Sheila Rankin
David Read
Brenda Spence-MacLeod

Call to Order, Approvals

President Anna LeBlanc calls meeting to order

- Call for motion to approve minutes from May meeting
- Corrections to May minutes:
 - Gretchen notes: Geoff White is a PICA member
 - Amy reports: Ed George clarifies via email that the navigation lights at wharf (for which Coast Guard is responsible) are working properly; the lights referenced as not working were the solar lights on the dock
- Motion to approve May minutes with above-noted amendments
Motion: Gretchen Maguire **Seconded:** Sheila Rankin
Vote: all in favor, motion carried

Agenda Item: Continuing Business - Updates

- Municipality Wifi Access Project:
 - Anna reports we have received no updates
- Key/Access to Community Centre:
 - Jenn notes, on behalf of PIFD, that while PIFD performed the installation of the lock with access code on back door of Community Centre, PICA (not PIFD) should reasonably be the organization determining which individuals have the access code.
Dave Read observes that should we find ourselves needing to establish more structured access to emergency medical supplies in future, a lock could be installed on the interior door, so restricting access to the foyer and closets where these items are stored.
- Motion Any PICA member who requests keycode access should be granted it.
Motion: Susan Forsyth **Seconded:** Gretchen Maguire

Vote: all in favor, motion carried

- Safety Measures for Church Exterior:
 - Anna is in process of getting motion sensor lights
 - Her research suggests that skateboard tape is a good option for providing grip on the entry stairs.
- Motion That PICA approve and fund purchase of skateboard tape for Church stairs.
Motion: Gretchen Maguire **Seconded:** Nancy MacDonald
Vote: all in favor, motion carried

Agenda Item: Summer Student Updates

- Anna reports that we have an individual interested in each of the two positions posted. Tentative start date for both will be June 24, provided no further applications are received by the June 19 deadline.
- Amy notes we are accepting suggestions for community projects that fall within the job description of the Groundskeeper.
 - Brenda suggests that this include mowing and weekwhacking the area around lighthouse, and path to lighthouse (Heritage Society will mark areas containing poison ivy), and the area behind the Heritage Society museum.
 - Gretchen volunteers to connect with Anna & Brenda to discuss job duties.
 - After discussion of basic maintenance requirements for mower (checking the oil, cleaning the deck, and not wearing headphones so as to hear if it starts making weird noises), Sheila suggests compiling a list of safety and general maintenance guidelines/checklist.
- Anna encourages anyone with work project suggestions for the C@P Site employee to reach out to Anna or Casey.
 - Paula suggests C@P employee set up a system of text reminders for community events.

Agenda Item: Community Centre Outhouse Updates

- Edmund has just about completed prefab of structure. It will be ready for transportation and assembly at the Work Party.
 - Edmund will need 2-3 people to assist with assembly during Work Party.
- Before the Work Party, a hole will need to be dug. Paula confirms Jevin (sp?) may be available to do this.
- The outhouse will need to be painted, and Anne suggests installing linoleum on the floor. It is suggested these tasks can be added to the list of projects for the Groundskeeper position.

Agenda Item: Work Party Activities

- Cleaning of Community Centre; Church; Dance Hall
- East End Picnic Park?

- Anne reports Edmund is also making a sign for the changing rooms, and that Arlene (sp?) bought flowers for Picnic Park and Community Centre. (Anne will send note of thanks on behalf of PICA.)
 - Gretchen will check in advance of work party to see if anything else needs to be done.
- Brenda notes that Hearse House floor is in need of repair. Skip notes that the repair involves more than just quarter-round at edges (gaps), and he will examine it to determine what needs to be done.
- Nancy observes face of Dance Hall needs to be scraped and painted. It is agreed that if it's a nice day and there are enough people at the Work Party, this may be undertaken (Nancy will check about paint and brushes). Otherwise, this will be added to the Groundskeeping position task list.
- Ashlynn notes that Duck saw sun through roof of Dance Hall recently; she will make note of any holes and report back.
- Anna requests that if anyone thinks of additional items for the work party, that they let her or Amy know.
- Brenda notes that the picnic tables are in poor shape. Skip volunteers to put together materials list and ballpark cost for new picnic table build.
- **Note of Thanks:** Brenda would like to thank the general community for their participation in the Heritage Society Work Party: 16 people participated, and they got everything on their list done.

Agenda Item: Harbour Authority Update

- On behalf of the Harbour Authority, Jenn presents the following:
 - With an emphasis on how vital the wharf is to our community, there are several current issues facing the Harbour Authority, which has an annual revenue of less than \$10K – the sole source of which is docking and parking fees.
 - Smallcraft Harbours advise they are much more likely to provide financial support if a community provides at least partial funding themselves. (Though they have not specified what the breakdown would be – e.g. matching/percentage.)
 - They will not contribute to purchase of a new winch, but will contribute to lighting.
- Current issues with associated costs:
 - Lighting and power should be installed, particularly for medical emergencies (power would allow for wifi, which would allow for wifi calling – a concern because cell reception at the wharf is often not ideal). The Harbour Authority has asked Aaron (Butch) MacDonald to do an assessment and provide a quote for lighting and power.
 - The floating ferry dock is taking on water at one end, and needs to be hauled and examined. It seems probable that replacement parts will be required. (Some parts were replaced last year; PICA funded those replacements.)
 - The winch is in need of upgrade. Smallcraft Harbours is coming to assess it and discuss options next week.
- Additional current issues requiring community assistance:
 - Two ice shields are missing. Assistance will be required from island to help Small Craft Harbours put them back in place.

- Contribution to Funding:
 - Jenn reports PIFD has agreed to contribute \$2,500 for lighting.
 - Dave Read asserts that PICA ought contribute funds as well.
- Motion: That PICA contribute \$2,500 toward purchase of wharf lighting.
Motion: Nancy MacDonald **Seconded:** Brenda Spence-MacLeod
Vote: all in favor, motion carried

Agenda Item: Community Event Tent

- Nancy has done substantial research on event tent options. Though there is a broad range of choice, there are also a number of considerations that impact the viability of a PICA event tent beyond price and size (e.g. can it be left up once assembled? how many people does assembly require?).
- To date, PICA has raised \$1,668 specifically for purchase of an event tent.
- Discussion outcomes:
 - So as not to grossly exceed budget, PICA will look into purchasing a tent without walls (one for which walls could be purchased as an add-on in future)
 - Paula will provide research on permanently anchored 'sun shade' options
 - Kay, having identified a new tent (by one of the manufacturers identified in research) on Facebook Marketplace, will reach out to seller to get information
 - After purchase and setup, PICA will resume discussion of whether renting the structure will be an option
- Motion: To have BOD vote within a week to make selection and purchasing decision, with a revised budget cap of \$3,000.
Motion: Skip Hamilton **Seconded:** Jennifer Langille
Vote: all in favor, motion carried

New Business:

PICA Meeting Times

- Motion: To return to holding PICA meetings at 4pm, rather than 11am.
Motion: Skip Hamilton **Seconded:** no second
 Motion not carried

Ferry Reservation System Issues

- Ashlynn reports receipt of a number of complaints from community members regarding ferry reservation system. She will compile in written format and send to Anna & Amy, who will direct to Ferry Committee.

Inclusion of Other Community Groups

- Jenn suggests it might be beneficial to have standing agenda items for PIFD, Harbour Authority, etc., providing opportunity for PICA to remain informed about the work and challenges facing

our sister organizations. Amy notes we can make this a default inclusion for optional reporting each meeting.

Adjournment

Motion to adjourn: Brenda Spence-MacLeod

Seconded: Ashlynn Baird

Vote: all in favor, motion carried