

DRAFT PGOSA Board Meeting Minutes
25th August 2026 - 10:30 AM
In Person Meeting



Member Attendees:

Rita Paine, Jim Powell, Keith Goertzen, Rodney Arnold, Robyn McDonald (5)

Regrets: Linda Mick, Shannon Nadeau

Guest: None

CALL TO ORDER: 10:32 AM.

ROUTINE BUSINESS

1 Approval of the minutes from June 16, 2026 – motion to approve: Pending. Further review needed (meet half hour before next meeting to finalize).

2 Approval of the Agenda (with changes) – motion to approve: All. Carried.

3 Reports –

- President (Rita) – has been in the position for four months and has met with many groups and activity leaders. Has participated in two breakfasts (these are good for community involvement). Many hours spent cleaning and organizing the storage room. Bylaws and fiscal responsibilities reviewed. Goal is to make things simple and consistent. We make decisions on behalf of people we represent. We want to comply with our legal responsibilities. Action: make a bylaw change to an oral report.
- Vice President (Jim) – 1) Membership: is over 1,000. Oceanside place now booked (after Nov. 1st Fall/winter registrations). Two people support (Shelia, Barb). Online 60%, mail-in at 20%. Different process for in-person (paper) and online (Shelley primes the database). Action: membership committee to optimize the process. Robyn to document. 2) Activities: all clubs requested submit summary (start date, location, location etc.) for September 1st Chronicle. 3) Insurance: see below. 4) Friends of PGOSA: see below.
- Treasurer (Keith) Insurance last year \$7,040, this year \$7,227.50 (for both companies).

Operating accounts:

Chequing	17,999.61		
Stripe	.76	Total	<u>\$18,187.37</u>

Investments:

3 GICs totaling	30,322.19	Grand Total	<u>\$48,509.56</u>
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- Secretary (Linda) Absent. (Robyn) – minutes to be done in word format for BOD review. Final revised review by Rita, then secretary to turn into PDF and store.
- Director (Rodney) prime for Active Ageing Week. In the past only group managers asked to support (limited engagement). Action: Rodney and Rita to create a small working group for this. Rodney primes (for past 3 years) Remembrance Day PGOSA wreath display. Action: need prime to replace Randy White (not available). Robyn to document process.
- Director (Robyn) – a Blog being investigated. Outcome: basic design of blog, set guidelines on topics, division of responsibilities. BOD to help provide list of documents PGOSA is currently using. Action: Robyn to create document library list (table of contents). To also include all PGOSA activities/ management tasks. Then secretary updates (as needed).
- Director (Shannon) Absent

UNFINISHED BUSINESS

1. Acquire additional board members. Jim – new roles starting to shape up. Action: Rita to draft new plan and model for people to be engaged.
2. Review and adjustment of bylaws. Rita and Jim – did not meet. Put in Chronicle for first step of awareness. Action: in progress.
3. Annual Activity Reports from activities. Linda - no soft copy available, document needs some

- updates. These are to be completed by January. Rita shared process for Activity Liaisons.
4. Job descriptions and tasks for board members. Robyn – Treasurer is complete, Director role in progress. Action: Jim to provide high level of President and Secretary so they can be completed, then filed.
 5. PGOSA marketing and timeline for year. Robyn – will work with Shelley to create high-level view.
 6. PGOSA sign update. Robyn/ Rodney. Future option for new portable signs (events/membership tables/ slo-pitch etc.). Action: build into budget for next yr. Opportunity for Marketing/ Communications prime.

NEW BUSINESS

1. New code of conduct – Rita shared first draft.
2. Bylaw and policy compliance. Concern about how money is tracked. Need MOU. To be approved and attached. Rita shared draft of revised code of conduct. Current policies state clubs must submit a financial report every year (done for walking soccer). Action: Jim to send a copy to BOD. The BOD to review next steps. All clubs need to do this or tell us why they do not want to comply (today PGOSA is legally responsible). Action: Rita to send out a deadline to comply.
3. Minimum age for PGOSA membership – Age is 55 but you can be an associate member if spouse is a member.
4. Insurance policy information - Insurance was renewed August 15th. PGOSA has two insurance companies: Coastal Community and the Credit Union. Accident/ Incident (AI) is \$3,700. Jim has the claim forms (2-3 claims per year). Policies are 65 pages. Action: Jim to send documents to Shelley for on-line storage (and backup). Robyn to draft the claim process.
5. New activity application form (draft) – recent request from Ocean Plungers to join. Action: all BOD to review the application of a request for new activity or event.
6. Electronic document storage – PGOSA has many documents that multiple people need to access. An area on our website is not the best. Google drive is best (free and simple). Action: Shelley to create electronic storage available to the BOD.
7. Executive and board positions (options) – there is a good example at Qualicum curling club.
8. Director recruitment strategy - there needs to be more engagement. Action: Rita / Robyn to review.
9. Process for becoming Friends of PGOSA – they are advertised at the back of the Chronicle. Action: Robyn to document process.
10. Process for role of the liaisons – this is a critical role. It makes it easier to engage the BOD and know they have support if needed. Rita created a draft outline of role.
11. Correspondence - definition: formal requests (company, another organization, or attachment needing action). All filing required (both paper and electronic), with library records updated. Linda to be records keeper. Action: Jim to give content (all records/ papers) to Linda. All BOD to do the same.

Committee Reports

Reports to be submitted (can be 2-3 sentences) for: Events, Webmaster, Membership, Active Aging Week etc. Action: Rita to create a template. Jim to fill out for pancake breakfasts.

Dates to note:

Friday, August 28th, 2026, at 1:00 – 3:30 PM - **PGOSA Outdoor BBQ**

Friday, August 28th, at 1:00 – 3:30 PM - **PGOSA Table (Membership registration)**, Picnic Shelter, Parksville Community Park

October 5th – 10th – **Active Ageing Week**, Oceanside Areana [PGOSA there one day]

November 2, at 9:00 AM - **BOD meeting**, Estuary Place, Shelly Rd.

November 17, at 9:00 AM - **General meeting**, Bradley Centre

1. Adjournment at 12:30 AM by Rita.