

MEETING MINUTES SAMPLE

Sample Housing Co-operative
Board of Directors Meeting Minutes
 March 20, 20XX
 Co-op Office, 1234 Main Street, Vancouver, BC

In attendance: Sonia Brown (chair), Ken Chan (recording secretary), Jim Wilson, Louise Leroux, Gracy Singh
Absent with consent: Brenda Lee
Absent without consent: Rodger Taylor
M/S/C To approve the absences with and without consent
Guest: Connor Rodriguez, XYZ Engineers for #6.3
Call to order: 7:00 pm
Quorum present? Yes

	ACTION REQUIRED AND PERSON RESPONSIBLE
1. Adoption of agenda M/S/C The agenda was approved as circulated. Gracy declared a conflict of interest for the snow removal contract decision as her son Vihaan Singh is bidding on the job.	
2. Approval of previous minutes M/S/C The minutes of February 5, 20XX were approved as circulated with the correction of adding Louise Leroux in attendance.	
3. Business arising from minutes	
3.1 Fire safety project M/S/C To receive the attached report to follow up on the fire safety project.	

	ACTION REQUIRED AND PERSON RESPONSIBLE
<p>3.2 Visitor parking spaces See attached report.</p> <p>M/S/C To approve the following recommendations:</p> <ul style="list-style-type: none"> a. Install signage and repaint asphalt to better identify visitor parking b. Circulate memo to all members reminding them of the parking policy for visitor parking c. Present a short skit on visitor parking at the next general meeting. 	<p>Signage and paint: Coordinator</p> <p>Memo and skit: Jim</p>
<p>4. Management report Financial – see attached management report to March 10 and February financial statements.</p> <p>M/S/C To pay the utilities to the City of Vancouver through automatic withdrawal.</p> <p>M/S/C To accept the service contract for waste removal from CHF BC.</p> <p>M/S/C To refund the shares of \$2,500 of Josey Smirnov (#1238) minus \$250 for cleaning.</p> <p>M/S/C To receive the management report and February financial statements.</p>	<p>Coordinator</p> <p>President and V.P to sign and give to Coordinator</p> <p>Coordinator</p>
<p>5. Maintenance and asset management report See attached report.</p> <p>M/S/C To receive the maintenance and asset management report to March 10</p>	

	ACTION REQUIRED AND PERSON RESPONSIBLE
<p>5.1 Exterior painting Three quotes for exterior painting (see attached) were reviewed. The three companies provided the information requested by the board at the last meeting and the coordinator checked their references.</p> <p>M/S/C To hire Potter Painter LTD. for \$125,000 for exterior painting and to authorize the president and vice-president to sign the contract.</p>	<p>President and V.P. to sign and give to Coordinator</p>
<p>5.2 Snow removal Gracy left the meeting for all of #5.2</p> <p>The co-op invited members to bid on snow removal and two bids were received. The two bids were reviewed.</p> <p>M/S/C To sign a contract with Vihaan Singh for snow removal at the rate of \$20 per hour</p>	<p>President and V.P. to sign and give to Coordinator</p>
<p>5.3 Courtyard drainage Connor Rodriguez of XYZ Engineers explained the findings of their investigation into the courtyard drainage problem (see attached report) and answered questions.</p> <p>XYZ will complete the drawings and specifications and start tendering process by the end of March to get bids to fix the courtyards.</p>	<p>Louise to continue follow-up with XYZ</p>
<i>Remaining items under agenda point 5 and agenda points 6 - 9</i>	
<p>10. Date of next meeting and close of meeting Next meeting date agreed for April 20th, 20XX. The chairperson declared the meeting closed at 9:00 pm.</p>	

Minute-Taker's Signature: _____ Chair's Signature: _____

Approved at Board meeting of: _____

Secretary's Signature: _____ Date: _____