

North Bonneville Public Development Authority
Meeting Minutes April 8, 2020

President Adam Schaeffer called meeting to order at 7:00pm approx - recording malfunction.
Roll was called. In attendance: Recording Malfunction.

President : Adam Schaeffer

Vice President: Mary Helms

Secretary/ Treasurer: Germaine Lafleur

Attorney for the Board Thomas Foley

Members of the public in attendance: Paul Henry

President : Adam Schaeffer asked for any agenda changes.
None were offered.

President Adam Schaeffer asked for Board comments there were none.

President Adam Schaeffer asked for Public comments there were none.

The board moved on to the Consent Agenda.

President Adam Schaeffer addressed employee request for raise. The board had previously requested the employee submit an email stating his roles and responsibilities and his thoughts on his request. The board received email and had time to review. It was noted by all board members the initiative the employee had shown since January 2020 by stepping up and was now doing purchasing of product. Making a schedule. He was invaluable during the LCB audit because of his knowledge and ability to work closely with auditors without questioning their rules and regulations.

It was also mentioned two employees had received very minimal training from PDA consultant (less than two hours each) in quick books. And on learning from LCB the employees can not sell and have access to quick books the board will seek an accountant for that position. Quick books entry has been limited to PDA board only.

President Schaeffer made a motion for raise for said employee with his rules and responsibilities outlined.

Motion was seconded by secretary treasurer Lafleur.

All Board members voted I. Motion for employee raised passed.

Discussion of P & L January 2020 - March 2020.

Mr Henry has a lot of questions on the January P & L

Mr Henry will work with Ms. Lafleur and Mrs. Helms separately as to not cause quorum and get P & L straightened out for City Council.

Motion to table P & L by President Schaeffer. Second by Secretary/ Treasurer Lafleur. All board members approved.

Attorney Thomas Foley gave a breakdown on loans to date. Will finish tomorrow. Suggested going to loan holders for balance owing to compare with the board's paperwork.

VP Helms suggests sending letters to loan holders. Mr Foley agreed, they are unsecured non collateral loans so it will be in loan holders best interest to work with PDA.

Conversation ensued with attorney recommendations on loans.

Mr Foley will open talks with Loan holders.

Mr Henry and Ms lafleur will work on a timeline from January 17 2020 of all debt inherited by the current board and all debt repaid to date.

Closing Public Comments: None

Closing Board Comments: None

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Next Meeting was scheduled for May 13. 2020 on Zoom at 7:00pm

Meeting adjourned at 8:04pm