

**LOCHABER COMMUNITY DEVELOPMENT ASSN APPROVED MINUTES
DECEMBER, 2017**

Present: Michelle MacEachern (chair) Paul McClung, Tim Cameron, Carolyn MacDonald, Lorraine MacDonald, Bev Tait, Jim Webber, John Gillis, Glen Terris

Discussion Topics:

Approval of November 2017 minutes: There were no minutes of the Nov, 2017 meeting.

Treasurer's Report: Michelle provided copies of the revenue/expense statement for the month of November, 2017. Also provided clarification on questions that arose during the discussion.

New Business:

Maintenance - requirements/expectations/communications, preventative maintenance schedule a helpful tool to ensure a documented record of maintenance requirements and performance for the center. It was suggested that a daily log book of activity be kept to record maintenance performed, the date, and # of hours to complete the maintenance. Also it was thought that Janice/Scott had written information from Brian Gillis pertaining to maintenance requirements that would be helpful for developing a preventative maintenance schedule.

It was agreed that a maintenance/communications log would be set up and placed in the office starting January, 2018.

December Festival - The festival was very successful with the Senior's basket raising about \$1400.00, bake table \$370.00, wreaths \$800.00 and the total for the trees was not available at this time. The final total for the festival will be available in the January, 2018 treasurer's report. There was also a discussion around changing the Festival to Sunday next year and including a Christmas Breakfast as well.

Website Updates: There were questions around the website and if there is a contract in place for this website. There was a concern that the website's calendar was not always up to date. Michelle and other members in attendance were not aware if there is a contract in place and/or if it expired. Michelle also talked about some possible technical issues relating to passwords on this website because she had made updates but they did not appear on the calendar.

Our Next Community Breakfast : will be held on January 7th, 2018.

New President for LCDA: Jim Webber, nomination committee nominated Carolyn MacDonald, John Gillis 2nd. Carolyn MacDonald accepted the position.

Meeting Adjourned at 8:30pm