DRAFT

**MINUTES FROM ECRA STEERING BOARD MEETING 15 JANUARY 2021**

**Present:** Reinhold Probst (Chair), Lana (Treasurer), Tina (Secretary), Scott Patterson, Stafford Patterson, Carol Lynn Terrells, Frank Knowles (*arrived during the meeting*), Justin Higgs, Ingrid Elliott, Monica Cook (Executive)

**Apologies**: Junior Mernard and Andrew Charles

Reinhold noted and apologized for a delay in regularly scheduled Steering Board meetings.

1. **Resignation of Mari Matthews and James Boyce minuted**, with thanks for their service and efforts.
2. **Stafford Patterson** has resigned from his executive position (noting how stressful and hard it is to do outreach)**. He is no longer in a paid executive position and returns to his original Steering Board position with a vote again.**
3. The Memo and Articles provide for temporary members to be replaced through a vote of the Steering Board until a full election upon incorporation can take place. **The Steering Board voted on Justin Higgs and Ingrid Elliott as temporary members prior to the first election.**
4. Noting that a few board members have missed a few consecutive meetings. **ACTION**: Carol Lynn will reach out and check their continuing interest and commitment to serve on the Board.
5. **Approved Programmes (Phase II projects) Update**

**Extra Hand and Total Loss**: these programmes are almost complete with four candidates who still need to provide supporting documentation/receipts to allow payment. Thanks to Monica and Stafford the outreach has been successful and they have gotten far along. It’s been a slow process while people identify and get a quote for what they need, then either we buy that for them or they do and provide us with receipts. Full financials are being finalized and will be circulated. We can then see how much of the initially allocated funds remain for further programming. Monica noted how grateful all the recipients have been and how helpful it has been. People still need help. But a final deadline would help move the last few people on towards receipts, etc. **ACTION:** Monica to reach out and find out what the barriers are to getting these last ones over the line.

**Longstanding Haitian Community members assistance**: Money was allocated to explore how we could help, with legal or other assistance. **ACTION:** Ask Frank to report back.

1. **Other programmes and projects**
2. **Gift from God Donations:** This is essentially a pass-through. $100,000 has been donated with fixed criteria by the anonymous donor established for two small programmes. Reinhold has been part of a three person committee to apply criteria and ensure proper distribution. Reinhold has promoted objectives with them which would add to the diversity and more representative criteria to ensure those who have not already received help could qualify for assistance under these two programmes.
3. There is another small pass-through from $10,000 (non-PERC funds).
4. Hope Town Rising is also wants to a donation for the Teacher’s Cottage – Reinhold is looking into how to assist with this and how to get things on the teachers cottage moving again. ECRA is not directly involved in this work.
5. **Boat Ramp:** This is another small pass-through project/donation from Hope Town Rising. ECRA equipment will be used to get this completed.
6. **Waterfront sidewalk project (Post Office Dock – HT Lodge):** Again HTR wishes to donate the funds to get this project complete – it needs repair. There is rebar sticking out, etc. We may need volunteers or to find labour to get this done.
7. **Abandonned vehicles White Sound:** Tina has been working to get quotes for removal. We need to work closely with HTC to ensure only lawful removal of vehicles occurs. Then it will need to be closed off to prevent any further dumping. Someone neutral then needs to hold the key and provide access. It is government land. Action: Frank to speak to DP, Jeremy and the police officers – to ensure a notice to remove vehicles and to ensure it then remains clear.
8. **New Projects**

There are a number of ideas which people have shared. The Board need to set strategy for priority programming or do a community survey. Both for future fundraising and also if there is an residual underspend on Phase II programmes. May be a sub-committee can review ideas and design projects to match. Noting the importance of having a good website before more community surveys or fundraising efforts.

1. **Admin, outreach and comms**

* **Website:** needs updating and restructuring. It’s too hard to find key documents like minutes etc. And we need to add community reactions and project information. It’s a Squarespace based internet. **ACTION**: Monica and Ingrid to review.
* **Legals:** The lawyers are still waiting to hear about full incorporation. It’s all submitted and we are just waiting.
* **Commonwealth Bank:** Monica is still trying to get them to open the account.