

**BURRITTS RAPIDS RENEWABLE ENERGY ASSOCIATION (BRREA)**

**BOARD MEETING (#32)**

**March 8 and 13, 2013; 4490 Donnelly Drive, Burritts Rapids**

**MINUTES**

**Present:** Mary Hegan (Chair), Patrick Gonneau, Muffy Koch, Bob Gaudette by phone; Michael Harrington, David Simpson, Cameron Duff

		Action
1	<b>Welcome</b> The Chairperson welcomed all the board members. A list was circulated for board members to note when they would be away.	
2	<b>Review and approval of Agenda</b> Agenda was approved as written.	
3	<b>Review and approval of Minutes of last Board Meeting, January 3, 2013</b> These minutes were accepted as written. The Board agreed to post minutes of meetings on the website. Muffy will prepare these for the last 5 meetings and get Mary to check before posting. Posted meeting records will constitute official BRREA MINUTES. Existing and future detailed meeting records are considered to be draft working minutes. Business arising: Bob has drafted a promissory note regarding recent HST loans from Board Members. He will circulate this to all for comment. The Board will determine the applicability of this note for HST related and other prior loans and sign agreements with individual Board members. An HST number is not needed to claim back HST payments.	Muffy Mary  Bob' All Bob
4	<b>BRREA Finances</b> Bob reported on the finances for 2012 and 2013, to date. A shortfall remains for the payment of the last HST installment. Board members were asked to deliver loan cheques to Muffy for deposit so the HST cheque can be issued. Bob is working on the HST refund claim and annual report to CRA.	All  Bob
5	<b>Draft final Report of GENIVAR &amp; next steps</b> Mary thanked the working group (WG) for all their work with Genivar. WG is pleased with the report and have found it very thorough. It meets all scope of work requirements and more. Directors raised questions which were answered by the WG or during a telephone conversation with Genivar. Muffy will type edits and send these to the WG to forward to Genivar. Genivar will come on the 20 <sup>th</sup> March to report at the AGM. The Board accepted the draft report with suggested amendments. On the recommendation of the working group, Bob will prepare and submit the claim to pay the final installment. The WG will ask Genivar to draft an Executive Summary of the Report.	Muffy Patrick  Bob Patrick, David, Michael

	Board members were asked to submit messages that can be developed to communicate about the engineering studies and to set up a face-to-face meeting to address the way forward. Continued- item 10.	All
	<b>Meeting to be extended.</b> Meeting was adjourned at 22h50. Agenda will be completed at an extension of the meeting to be held on Wednesday, 13 March 2013, at 3.30pm at David Simpson’s house.	
	<b>Continuation of meeting.</b> 13 March 2013, 3.30 pm at David Simpson’s house. Present: Mary, David, Patrick, Muffy, Bob by phone. Apologies: Cameron and Michael	
6.	<b>Financial report for AGM</b> Muffy sent Bob the information from the on-line bank account site. Muffy will print copies of the financial report for the AGM, move that the report is accepted, and answer questions about the finances at the AGM.	Muffy
7.	<b>GCFDC claim</b> Patrick will remove confidential information from text and tables in the report to be attached to the GCFDC claim, as recommended by the consultants. Muffy will scan a copy of the HST cheque for Genivar and send this to Bob to submit with the claim. Bob will follow up with Directors for HST loans.	Patrick Muffy Bob
8.	<b>Finalization of Genivar report</b> Muffy will send the list of edits and suggestions to Patrick. The working group will discuss the revised conclusions and recommendations with Genivar to finalize the report.	Muffy Patrick, David, Michael
9.	<b>BRREA March 20<sup>th</sup> AGM -tasks and agenda</b> Times and responsibilities were set for the AGM preparation. Patrick will confirm Genivar’s attendance and presentation. The AGM Agenda was reviewed and accepted. Muffy will notify key stakeholders of the AGM.	All Patrick Muffy
10.	<b>Communication about the feasibility studies</b> The Board developed a clear set of messages about the findings of the feasibility study. These will be used for public distribution together with the Executive Summary of the report until such time as the financial and company details in the report are no longer sensitive information. The Board agreed that BRREA should inform key stakeholders about the findings of the study before the AGM. Mary will communicate with Scott Moffat, Tim Sutton, Forbes Symon, 2 MPPs, MP Gord Brown, GCFDC, CEN and Parks Canada.	All Mary
11	<b>Approval of new members.</b> The board approved three new members who requested membership and who live within 5km radius of the Community Hall: Dean Hamil, Vanda Stanley, Drew Avis.	
12	<b>Next Board Meeting.</b> The Board will set a date for the next meeting after the AGM. The first order of business will be to determine who will hold the positions of Chair, Treasurer and Secretary.	