

Management Team Meeting

Date: 27th September 2018
Time: 10:00 – 12:30 p.m.
Location: 291 McLean Street

Attendance:

Team Member	REGRETS	Team Member	REGRETS
Ian Lamont – Community Services (CR)	X	Lona Croissant – Thrift Store	
Michael Winter – Community Services (PH)		Patricia Roed – Employee Relations/Finance	
Tobyn Pearson – Facility Manager	X	Karen Floor – Administrative Assistant	
Keith Hopkins – Corps Officer		Violet Hopkins – Corps Officer	
Lucy Bachelor – PH Supervisor			

Minutes

Item	Presented by	Comment/Action to be Taken	Target Date	Complete
Standing Items				
1. Devotion	Keith	Opened in prayer		
2. Team Check in		The team checked in		
3. Safety/Serious Incident/Feedback	Keith	<ol style="list-style-type: none"> 1. Tobyn sent regrets – attending meeting with BC Housing 2. An employee was hurt at the Thrift Store, while lifting a box. Report completed. <ul style="list-style-type: none"> - Job Hazard Analysis – Discussion followed in regard to JHA. This will be developed as roll out of Health and Safety Program continues - It was suggested that a Poster Campaign may help to bring continued awareness to such injuries and how to prevent. <ol style="list-style-type: none"> i. It was point out that there are posters on SharePoint that could be printed. Also, free posters can be located https://www.pshsa.ca/ 		
4. Employee Relations	Patricia	<ol style="list-style-type: none"> 1. ULTI PRO set-up will be complete by Sept. 30th. <ul style="list-style-type: none"> - Employees will be trained on a computer to access the site. Possibility of an on-site computer being available for use. - Time have been entered, but not tested. Testing to occur in October. 2. WHMIS <ul style="list-style-type: none"> - During the recent Accreditation Review it was suggested that WHMIS recertification should take place once per year. Patricia will confirm if this is policy or just a suggestion 3. Strategic Goal No 5: Health & Wellness – Health & Wellness is still at the top of our priority list and continued focus. The team is focused on small acts of kindness and doing something for upcoming 	October 2018	

		weekend. All supervisors are encouraged to be leaders at their individual locations.		
5. Monthly Finance Report		<ol style="list-style-type: none"> 1. Reviewed August financial statements with the following observations: <ul style="list-style-type: none"> - Labour is currently over for the following reasons: <ol style="list-style-type: none"> i. Higher than anticipated labour cost for unionized employees ii. Additional 1% given to non-union employees iii. THQ compensation review iv. Minimum wage increases in 2018 and subsequent increase for supervisors. - Revenue is up, but every effort must be made to ensure budget is not over – December a final review will be made, and direction given to expenditures. 		
6. Ministry Updates Leadership Development	Group	<ol style="list-style-type: none"> 1. PEAC Reviews <ul style="list-style-type: none"> - A discussion around PEAC reviews resulted in the following points: <ol style="list-style-type: none"> i. PEAC reviews are important in leadership development. ii. Currently, PEAC reviews for the Thrift Store, Campbell River Lighthouse and Shelter are behind - Should have been completed in April, as of October some reviews are still outstanding. The following points were discussed. <ol style="list-style-type: none"> a. A key to PEAC reviews is proper scheduling and engagement by the supervisors. b. It was acknowledged that a standard ratio of supervisor to employees is 1:8. Currently ratios is approximately 1:16 iii. It was agreed that a meeting is needed to develop a way forward. 	October 2018	
7. 2017 Strategic Planning		<ol style="list-style-type: none"> 1. Ocean Crest Strategic Plan, planner and action plans now on the SharePoint site for all supervisor to access. 2. October 2018 will mark the launch of Strategic Goals 38 – 41, which will focus on developing a training program/department for Ocean Crest Community Ministries. <ul style="list-style-type: none"> - First meeting scheduled for 10th Oct 2018 11:30 – 01:30 pm. 	Ongoing	
NEW/ONGOING BUSINESS				
1. Accreditation Action Plan		<p>The report has been received and action plan being prepared:</p> <ul style="list-style-type: none"> - Meeting with held on September 26 to discuss the Action plan, and plan of attack for the year ahead. - The team will focus on its long-term plan and in turn close any gaps 	April 2020	

Next Meeting (The last Thursday of each Month) October 25th, 2018 10:00 – 13:00 hrs.